WHERE CAN WE GET WAR WORKERS?

BY SANFORD GRIFFITH

DURING the past few months we have come to realize that we are seriously short of labor in this country, particularly of skilled labor. The war has necessitated a tremendous increase in factory production. The finding of men and women capable of carrying on the vital jobs in our war industries and discovery of the best ways to train them have presented many problems; and the task is bound to become more difficult each month that the war lasts.

The extent of this task may be seen by contrasting our present war effort with that of England. If the United States with its 130,000,000 people were mobilized for total war in the same proportion as is England, we would now have in our combined war production and fighting forces some 60,000,000 persons. Actually we have less than one-third of that number at the

This pamphlet is based on a field survey of the Baltimore manpower situation by Market Analysts, Inc. The statistical data and other detailed information found in the pamphlet have been obtained from the following sources: War Manpower Commission and the various agencies included in the Baltimore office of the commission; United States Employment Service; War Production Board; Commission of Labor Statistics; the local state and city Departments of Education and Welfare; the Urban League; and the Fair Rent Commission of Baltimore.

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present time (November, 1942). Comparison with our enemies would show us undermobilized.

Everyone wants to do his or her part in the war. But how can this be done? How can we best mobilize our full manpower resources for the immense job that lies ahead? How can each man and woman be trained for more effective service? How can each one find the place where he or she can best serve the country in its hour of need? These are among the most discussed issues of the day—and probably the most important.

Before we can render an intelligent opinion on these issues, we ought to know how well or how badly our present system of placing men and women in war jobs is working. In order to get these facts, a survey was made in a single city—Baltimore. The facts show that the prevailing methods of bringing men and jobs together fall far short of wartime requirements. This is in no sense an indictment of Baltimore. It is rather a warning to the public of what the country faces unless a more determined effort is made to coordinate and speed up manpower placement. Some improvement in the Baltimore situation appears to have occurred since this study was made. The Presidential manpower order of December 5 is expected to bring about further improvement. But studies made elsewhere in November and December show that the conditions set forth in this pamphlet still exist in acute form in many parts of the country. The essential problems do not appear to have changed anywhere. In order that the public may know just what these problems are, and have some appreciation of their gravity, this pamphlet is published.

The Baltimore Area

Baltimore and the surrounding area were chosen for the study because of the great variety and complexity of the war production problems existing there. Baltimore has enjoyed an industrial boom as a result of the war. It has had a good slice of war orders and has suffered a series of bad headaches as a consequence. It is a city, too, of good size with many consumer-goods industries.

There was a second important reason for choosing Baltimore. The federal government had selected it in May, 1942, as the first city in which to try out the effectiveness of the government's voluntary manpower efforts.

An Appraisal of the Baltimore Situation

The survey was made during the third quarter of 1942, to September 15. It shows that the efforts of the War Manpower Board in Baltimore to give voluntary manpower control a full and fair trial were producing some results. The head of the federal office there, A. A. Liveright, was successful in correlating much of the planning of eleven of the agencies in Baltimore and was able to bring about a good deal of cooperation in testing voluntary methods of control. Since, however, the deadline for conforming to the voluntary agreements was October 1st, it was impossible to appraise the final results.

As a war industry town Baltimore has enjoyed a real boom. The city has grown in a few years from a population of less than 1,000,000 to about 1,250,000. At the end of 1939, total manufacturing employment, including clerical, shipping, and other employees, was about 150,000. In May, 1942, total employment had jumped to 251,000, an increase of two-thirds, and four out of five workers were engaged in war industries. This growth can be seen from the accompanying chart of wage earners employed in war industries alone.

Shortage of Skilled Labor

Skilled workers are the basis of all production. Yet the government has been placing orders for war materials, and manufacturers have been accepting them, with no assurance that there will be enough workers to produce the goods. The shortage of skilled labor was conspicuous in Baltimore even though more planning had been done there than elsewhere.*

Variety of Skills Required

There are about fifty different types of skills on the Baltimore "critical" list. These are all production skills vital to our war effort. Any delay in providing men or women possessed of these skills means a slowing down or halting of production. Jobs that should be filled as quickly as possible are regarded as "essential." The War Manpower Commission re-

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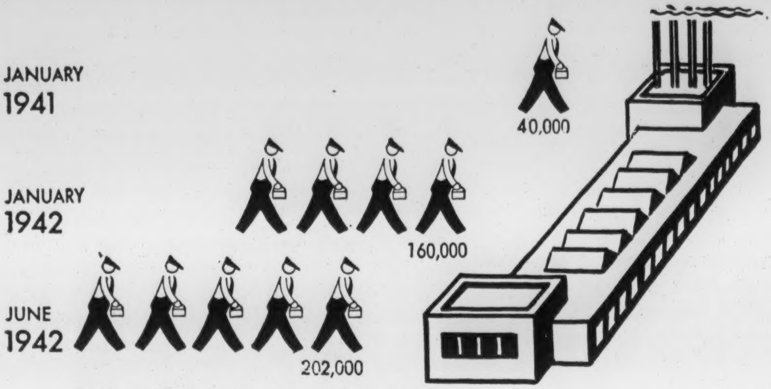
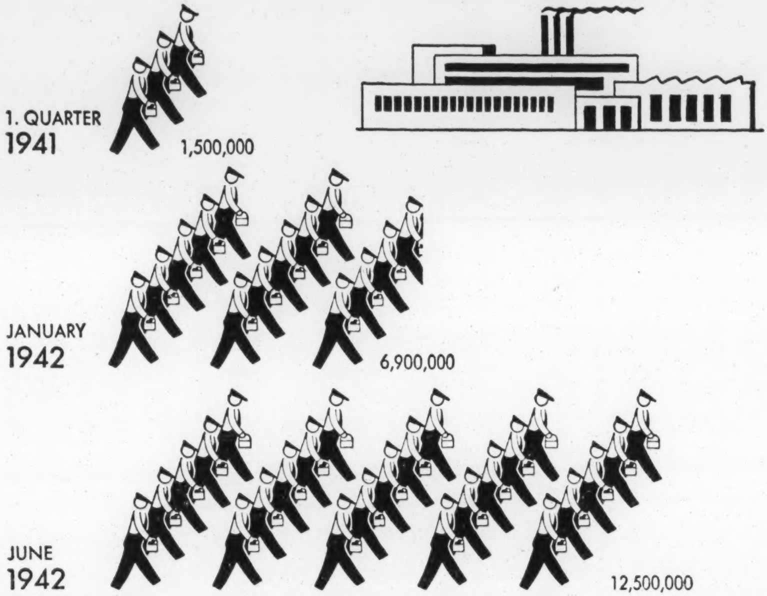
*For a general survey of the country's manpower problem see *The Coming Crisis in Manpower,* by Maxwell S. Stewart. Public Affairs Pamphlet No. 68, 1942.

GROWTH OF BALTIMORE'S WAR INDUSTRIES



Each symbol represents 40,000 workers

GROWTH OF WAR INDUSTRIES IN THE U. S.



Each symbol represents 500,000 workers

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cently prepared a list of these two classifications comprising 259 "critical" occupations for the country as a whole and almost twice as many "essential" occupations.

There are not enough skilled workers to meet the requirements in *any one* of the classifications on either list. The chairman of the Manpower Commission gave examples showing ratios of those available to those required:

	Required	*Available*
Tool designer	51	1
Tool maker	25	1
Ship carpenter	7	1
Marine machinist	22	1

For such highly trained categories as aeronautical engineer, airplane designer, and airplane inspector, long specialized training is indispensable. These skills can not be developed in casual night school training. On the other hand, many intricate operations can be divided into simple parts for which workers can be trained quickly. But as more partly skilled workers are employed in intricate processes, the need for highly skilled supervisors increases. And in this category the shortage is most acute.

One prompt and insufficiently explored way to meet this urgent need for highly skilled workers is to induce people who once were skilled and now are in nonessential jobs to take up their old work again. For example, in Baltimore the most marked "critical" shortages were found in the group of industries classified as "transportation," including both shipbuilding and airplane plants.

WORKERS IN NONESSENTIAL JOBS

AN analysis of Army draft questionnaires revealed that a number of those who filled out the questionnaires had had experience of possible value to war production. These men had worked at jobs requiring skills essential to the war effort for an average of seven years; several as long as twenty years. Half of them had given up these jobs during the depression years, approximately ten years ago. Their hidden talents are often discovered only when the Army prepares to induct them into military service. No mechanism exists under the voluntary system to mobilize for industrial service the men who have not been called up for the Army.

Samples were taken at random from three letters of the alphabet in the files at the United States Employment Service Office of persons employed in nonessential jobs who had declined offers to fill vacancies in war industries during the five months ending July 31, 1942. Obviously, many of the jobs do not have even a remote usefulness for the war effort; most could be filled by others, and some could just as well be dispensed with altogether for the duration.

Disclosed Skill	*Present Job*	*Time in Earlier Skill*
Seaman	Small shop tailor	20 years
Seaman	Receiving clerk	9
Ship fitter	Meat salesman	10
Ship fitter	Letter carrier	18
Ship electrician	Bartender	20
Ship painter	Laundry presser	13
Ship rigger	Grocer	12
Boat builder (wood)	Musician (radio band)	16
Marine engineer	Sales manager	8
Tool designer	Retail meat cutter	7
Marine draftsman	Interior decorator	7
Structural draftsman	Wholesale lacquer salesman	10
Electrical assembler	Taxi driver	8
Fuselage frame builder	Jewelry salesman	5
Machinist	Wholesale confectioner	2
Outside machinist	Tavern owner	1
Airplane mechanic	Sign manufacturer	20
Motor analyst	Retail electrical salesman	10
Metallurgical and civil engineer	Letter carrier	3
Machinist	State auto license inspector	20
Machinist	Letter carrier	16
Screw machine operator	Beer bottler	8
Radial drill press operator	Barber	25
Turret lathe operator	Notions storekeeper	20
Engine lathe operator	Movie operator	14
Lathe operator	Bartender	3

With so impressive a list of essential talents neglected, a preliminary check was made to determine why men with experience had not already gone back into their old lines of work.

Why Workers Are in Nonessential Jobs

Of those interviewed, it was found that two out of three persons working on jobs remote from the war would take war jobs if they felt that they were needed. Most of the remainder felt that their present work was more important or gave them more pleasure. Some feared their businesses would fold up if they had to go into war work. Several thought that what they were doing was as important as any war work. Others preferred to wait until they were drafted.

Among those questioned at random early in September were a parking-lot owner, a window decorator, an owner of an antique shop, a jewelry store owner, an elevator operator, and a clerk in a candy store. Two Negro hotel porters, one a trained machinist and the other experienced in steel shipping, said that they had tried to get defense jobs but had been turned down because of their color.

Only a quarter of the persons in these superfluous jobs were conscious of being much affected by the war. Some felt the effect of higher prices or had close relatives in the armed forces. Only about one-third expected that the war would affect Baltimore directly. Only about 45 per cent of the white persons interviewed admitted willingness to take war jobs.

The survey disclosed, however, that one-third of the people questioned had some skill or aptitude that would be useful in the war effort. But employers were still inclined to overlook sources of labor outside their usual channels. Home talent was frequently discouraged by the preference given to labor brought in from outside. The haphazard drift of labor about the country is one of the most wasteful and unsettling factors in the manpower picture.

Resistance to Shifting to Essential Jobs

Many workers who had been employed in war industries toward the end of World War I now showed a strong aversion to getting back into jobs that might prove as short-lived as before. Others tended to cling to their seniority privileges, real or imaginary. In so doing, they tended to ignore the fact that many of the industries to which they clung were likely to go under as a result of the war. This suggests the need for safeguarding, as far as possible, the seniority rights of workers giving up nonessential jobs to enter war industries. We spare no pains to give assurance of job security to those in uniform, regardless of their skill or period of service. It should, however, be made clear to all concerned that after a cataclysm such as this, most seniority rights have little value.

Few Now Being Shifted

The record of the attempts of the United States Employment Service to get these men to take vital jobs was poor. The U.S.E.S. took 96,938 talent questionnaires from the Army in July, but its staff was too small to analyze that number. It analyzed about 20,000 cases. Of these, 2,734 of the best qualified were called in for interview and selection. The best 1,123 were then offered the 1,123 jobs then available. Acceptance was voluntary and depended on the amount of interest shown both by employer and by candidate. If the man did not like the looks of the job, that ended it. Only forty-nine of the 1,123 men, about one in twenty-five, were sufficiently interested to go to see the employer. Of these forty-nine, four failed to report, and four more refused the employer's offer. This left only forty-one, some of whom dropped out later. There were only twenty-six verified placements. The country needed 1,123 workers in vital war jobs from Baltimore just then and could get only twenty-six, or about 2 per cent of the qualified 1,123. The placement cost of these twenty-six was probably much greater than their combined earnings for several years.

FINDING NEW WORKERS

IN the last five months of 1942, Baltimore had to find 59,000 new workers. The War Manpower Commission's estimate of needs from July 31 to December 31, 1942, was as follows:

Military replacements (drafted)	26,000
Aircraft manufacturing workers	12,700
Shipbuilding workers	7,500
Electrical and communications workers	5,300
Other metal workers	4,200
Workers in other war industries	3,300
Total	59,000

The number of workers available to meet this demand was as follows:

Labor requirements in war industries, July-December 1942		59,000
People in Baltimore now actively seeking work	17,000	
Baltimore workers who will be displaced through loss of jobs in nonessential plants, curtailment in nonwar industries, trade, service, etc.	10,000	
Total visible labor supply		27,000
Estimated additional workers needed		32,000

Skilled and unskilled labor alike is being attracted to Baltimore. The proportions are not controlled, and two factors are neglected altogether; (1) The possibility of supplying the needed labor from within the city; (2) the bad effects of drawing workers from other areas. At least half the labor drawn into the city is unskilled.

The full reservoir of potential labor in Baltimore alone is very much larger than 32,000. The Manpower Commission estimates it at the impressive figure of 371,000. Nevertheless, probably 20,000 of the 32,000 new workers needed will come in from outside Baltimore, and many of them from remote places.

This situation has led the Baltimore area office of the War Manpower Commission to the following observations:

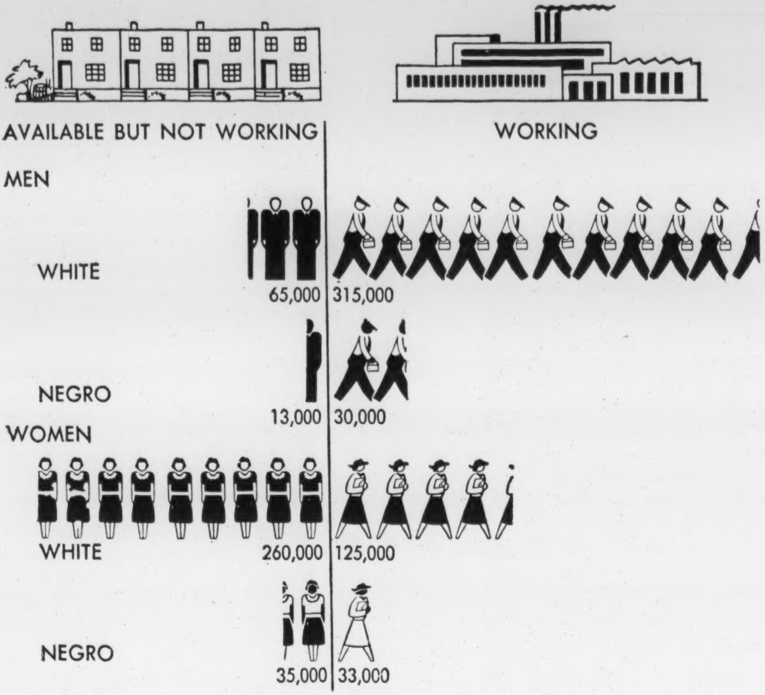
1. By the end of 1942 there will be 371,000 residents of Baltimore over 18 years of age physically able to work. Of this number, 70 per cent, or about 260,000, are white females.

2. Inasmuch as there is a large local supply of women capable of working, Baltimore's manpower problem is predominantly local.

3. The main untapped resources of labor in Baltimore are women and Negroes.

4. Employers should relax their restrictions on age, sex, color, race, etc.

THE LOCAL LABOR SUPPLY IN BALTIMORE



Each symbol represents 30,000 people

NOTE: THIS CALCULATION DOES NOT INCLUDE 354,000 PEOPLE WITH PHYSICAL HANDICAPS, MOTHERS WITH YOUNG CHILDREN, ETC.

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WOMEN IN WAR INDUSTRIES

IT WILL be noted that there are more white women than men in the Baltimore area. Yet only one-third of the white women of working age are gainfully employed, and only a very small proportion of them are in war industry or in industry of any kind. Women employed in the twenty leading Baltimore plants are far behind the proportions employed in other warring countries. Why is it that a city with such a large volume of war orders secured so early has failed to attract and make effective use of women in the war effort? For answers to this question, local and federal authorities, employers, and the women themselves were consulted.

In a random test poll of white women, aged 18 to 50, who had lived in Baltimore for an average of ten years, only one in four had jobs. Only one in four had even been asked whether she would consider taking a war job.

In order to determine how real the war was in terms of their own personal experience, a number of women were asked the following question in several ways: "Do you think the war will ever come to Baltimore?"

One woman in five had a close relative, a husband, son, or brother, in the service. About one in five really felt the pinch of higher living costs. But most of the others did not think of the war in very tangible terms. Two out of five had not the slightest idea about the war. Only 16 per cent pictured the war as affecting Baltimore in some way, and one in ten was convinced that the war was too remote for her to worry about.

Women who seemed to take no interest in war work were asked why. Many simply had not given it a thought—"the situation doesn't seem critical." Their families were making good money, and they didn't see why they should work. Some had small children and no time. Some were simply apathetic — "haven't got around to inquiring about a defense job yet"; "I haven't had time really to look into it." Because posters depict athletes juggling giant cauldrons, there is a general notion among women that they would have to have the muscles of a prize fighter to do war work.

This failure to make use of women in war work can best be shown by taking specific cases. In nineteen leading firms, only 8 per cent of the total employed were women; six together employed only 200 women. With the exception of Glenn L. Martin, and the precision work of Locke Insulator, Bendix, Crown Cork & Seal, Western Electric, and Black & Decker, virtually all the women in these plants were employed at office work. But experience in European war industries and in some American plants shows that women can do a variety of welding, riveting, and similar jobs, as well as run large machines where they do not have to lift heavy objects.

Name of Plant	*Percentage of Women in Total Employed, June 1942*
American Hammered Piston Ring Company	2
American Smelting & Refining	2
Balmar Corporation	6
Bartlett-Hayward	5
Bendix Radio	38
Bethlehem Steel	2
Bethlehem Shipbuilding (3)	4
Black & Decker Mfg. Company	33
Crown Cork & Seal	32
Eastern Rolling Mill	5
Ellicott Machine Corporation	.54
Julien P. Friez & Sons	24
Locke Insulator	17
Glenn L. Martin	14
Maryland Drydock	.4
Revere Copper & Brass	4
Rustless Iron & Steel	3
Western Electric	30
Westinghouse Electric	16

In five of these plants, where the work was more especially adapted to women, an average of 32 per cent of those employed were women. But in the remaining fourteen plants, the average was only 6 per cent.

In the test poll made as part of this survey, many reasons were given why women shrink from war industries. They included:

1. The war, so far, has not been brought home to them.
2. They have more money than formerly and they enjoy spending it.
3. They don't like the idea of women in factories.
4. War work is "heavy" or "dirty."
5. They have the conventional woman-in-the-home idea.
6. They fear loss of social standing.
7. If they work, they will cease to be dependents, and husbands will be exposed to the draft.

The draft is forcing management to look more and more to women to take the place of men. The sooner women get direction and training under appropriate authority, the more effective war production will be; and statistics show conclusively that many thousands of women in the Baltimore area will be available.

COLORED LABOR RESERVOIR

THE colored population of Baltimore is the second largest reservoir of labor. The city has 225,000 colored people, which is about 20 per cent of the total population. Only 7 per cent of them are actually employed in Baltimore's war industries today. With an acute shortage of 59,000 workers to be filled by the end of 1942, the Negro population could help materially to fill the gap. At least 25,000 to 35,000 male Negroes were more or less qualified for immediate factory jobs. Some 20,000 Negro women were employed in domestic service at an average wage of $10 a week. In addition, more than 30,000 colored women of working age were unemployed. Many have handicraft skills that could easily be adapted to war production. Half of the white workers moving into Baltimore are unskilled and are taking jobs that could be filled by local Negroes.

One reason why more colored labor is not employed in Baltimore has been the refusal of whites to work with Negroes. This color prejudice reflects the attitude of the South and is shared by both management and unions.

Color discrimination makes it hard for trained Negroes to get jobs where they can use their experience.* Some plants employ a small percentage of unskilled Negroes. Others, to avoid criticism, take in a certain number of "token" Negroes. Several, in spite of admonition from the White House not to discriminate on racial or color grounds, refused to employ colored people altogether. This point is stressed not to bring up a race issue but simply to point out Baltimore's failure to make full use of its potential manpower.

This discrimination has brought about a considerable migration of colored labor. In the year August, 1941 to August, 1942, some 7,000 workers came into Baltimore, chiefly from southern cities, looking for high-paid war jobs. At the same time, numerous Baltimore Negroes who had received some technical training were migrating to points further north where there is less color discrimination. Such displacements

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*For additional material on discrimination against Negroes in war industries see *The Negro and the War*, by Earl Brown and George R. Leighton. Public Affairs Pamphlet No. 71, 1942.

inevitably entail costly travel and additional housing and training outlays in both places.

To illustrate what Baltimore industry does, we note seven cases:

1. Two companies complied with the President's advice to industries engaged in war production to employ people irrespective of race and color — Western Electric and the Revere Copper & Brass Company. They employed a number of Negroes as skilled labor. This policy has been successful; there have been no complaints, and the plants feel it was no mistake to employ Negroes in skilled work.
2. The Chesapeake & Potomac Telephone Companies, which advertise daily for switchboard operators, refused to employ colored people in this capacity.
3. The Glenn Martin Company only recently modified a previous policy of exclusion and now uses some semiskilled colored labor, but only in one of its two plants. No Negroes were employed at the Middle River plant.
4. The Bethlehem-Fairfield Shipyards trained about 5,000 people in the first six months of 1942 in their own school in Locust Point. They employed only about ten or twelve colored people as skilled and about 1,000 as unskilled workers. (Many plants will not employ untrained workers. But, since Negroes generally were excluded from the training schools, this was the equivalent of exclusion from jobs.)
5. The Maryland Drydock Company employed no skilled Negroes. They used about 325 unskilled Negroes in yard gangs.
6. The Rheem Manufacturing Company used few Negroes although they had an excellent record in the employment of women workers.
7. Western Electric reported in August that it had hired fifty Negro girls and had placed them on the same production line with whites. Although trouble had been feared because of nonsegregation, no difficulties had been reported by the middle of September.

As is frequently the situation where delicate race questions are involved, companies do not come out with a pointblank refusal to employ Negroes because they are Negroes. They have polite ways of rejecting them. For example, a test in welding was passed by Negro as well as by white applicants. The foreman then put technical questions on welding to all applicants, and although none could answer entirely satisfactorily, white applicants were accepted but Negroes who could not answer correctly were refused employment.

Few Negroes Employed in War Work

Employment of Negroes in industry is not proportionate to their numerical importance in Baltimore. Only 7 per cent of the workers in twenty leading plants are colored. If the three Bethlehem plants are omitted, only 4 per cent of the employees in its leading war industries are colored. Six plants together employ fewer than 100 Negroes. Glenn Martin, the largest employer, has only 1 per cent Negroes. The Rheem Manufacturing Company employed two "part" Negroes in June, 1942.

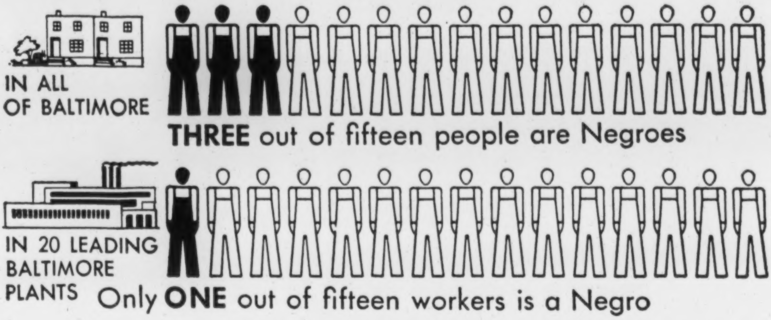
Name of Plant	*Percentage of Negroes in Total Employed, June 1942*
American Hammered Piston Ring Co.	.5
American Smelting & Refining	43.75
Balmar Corporation	.13
Bartlett-Hayward	5
Bendix Radio	2
Bethlehem Steel	22
Bethlehem Shipyards (3)	5
Black & Decker Mfg. Company	2
Crown Cork & Seal	3
Eastern Rolling Mill	18
Ellicott Machine Corporation	.54
Julien P. Friez & Sons	3
Locke Insulator	13
Glenn L. Martin	1
Maryland Drydock	6
Revere Copper & Brass	2
Rustless Iron & Steel	6
Western Electric	1
Westinghouse Electric	1

Training Opportunities Inadequate

The Baltimore in-plant training schools up to the date of this survey had refused Negro candidates. There were eleven vocational schools for whites and only one for colored people, and this one was restricted to sheet metal work training. Funds allocated by Washington for training centers intended for both colors, except for this one sheet metal school, were either diverted to white schools or not used at all by the local school officials. This is serious because Negroes have always received the least training and, therefore, are most in need of training.

The coordinating office of the Manpower Commission saw the waste of importing white labor of no greater talent than the unemployed colored labor at home and thus adding to the congestion and unrest in the area. Unfortunately, its recommendation to Baltimore employers that they hire more Negroes was widely disregarded. Prejudice has kept Negroes out, and prejudice does not disappear overnight by persuasion.

EMPLOYMENT OF NEGROES



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Discrimination Against Jews

There is less discrimination against Jews in Baltimore than in most other areas. Yet some plants in Baltimore did not employ Jews though they were employing women on a large scale and were beginning to employ Negroes. There are several other plants in Baltimore where there was some discrimination but not outright exclusion. This means that Jewish prejudice is applied indirectly in individual cases.

Here is a typical case from a neighboring eastern seaboard area. A plant making munitions had an urgent need for skilled labor. It inquired at schools for applicants and even sent out letters to unskilled learners. Among those who filled in the forms and applied, the skilled Jews and Negroes and other minorities, such as those with German names, did not get answers. Unskilled students were still getting letters from the company. As the pressure for skilled labor increased, the barriers were lowered gradually.

CONSEQUENCES OF RAPID GROWTH IN THE WORKING POPULATION

Mass Migration

Baltimore, with large amounts of government money to spend on war production and high wages, naturally attracted workers from lower-wage areas. But in the first two years of war contracts, the best of these were snapped up. Trained technical workers, carpenters, mechanics of all kinds poured into Baltimore from cities and states near by. They included men from the East Coast farms and poor whites from the hills, from Tennessee and the Carolinas, and soft-coal miners from West Virginia and Ohio.

About one-third of the migrant workers, chiefly poor whites, came from farm areas in Maryland, Virginia, West Virginia, and North Carolina in 1941. About one-fourth came from other industrial areas, notably the New York and Philadelphia areas and the Pennsylvania anthracite region. A sampling made in July, 1942 showed that 58 per cent were then being drawn from the mountain area, extending southward to include South Carolina. The same areas provided 45 per cent in July, 1941.

The migration trend since 1941 shows an increase from the low-income Southern mountain areas of both whites and blacks, mainly unskilled labor, and a drying-up of experienced job-seekers from industrial areas. Probably many of the poor whites from the hill country further south can well be spared from home. But it is clearly not economical for skilled workers to move from one industrial area to another when both areas are shorthanded on war contracts. The moving is costly to both communities. Only about half of these migrants get the high-paid jobs. The other half, who might better have stayed at home, take unskilled jobs that are not well paid and that could have been filled by unskilled Baltimore women or Negroes.

About 60 per cent of the men came with their families. Baltimore, already overburdened with social and housing problems of its own, must assume the new problems that these migrants create.

More workers and their families flocked to Baltimore last year than during the preceding ten years. The population of Baltimore in 1939 was about 1,000,000. By April, 1943, it is estimated that at least 172,500 additional persons will have come to this area. This influx has been stepped up in recent months, as may be seen from the following:

Annual average influx, 1930-1940	6,770
Yearly estimated gain, April, 1940-1941	20,000
Yearly estimated gain, April, 1941-1942	70,000
Yearly estimated gain, April, 1942-1943	82,000

About half of the newcomers seek jobs. The rest are members of their families. Of the workers, about three-fifths are married men, about one-fifth single men, and one-fifth women —two-thirds of whom are married. Fewer than one-fourth of all these arrivals are single. Thus Baltimore must provide a livelihood for as many nonproducers as producers among these newcomers. This means housing, schools, and social services. A measure of the ineffectiveness of these services can be found in the rate at which workers shift jobs. A high turnover means high costs of living and training and results in more wear and tear on equipment. It runs from 30 to 50 per cent in Baltimore.

Rapid Labor Turnover

We have just said that labor turnover is nearly 50 per cent in some of the big war plants in Baltimore. It was estimated that one mass-production plant would have to hire 19,000 new workers by the end of this year in order to increase its plant force by 4,000, its minimum requirement; another plant figured on 38,500 to meet its minimum requirement of 19,000. Actual experience showed that the first of these estimates proved too high but that the second was too low.

The principal explanation of this high rate of turnover is the lack of housing. The personnel director of a large Baltimore company blames from 25 to 35 per cent of its turnover of 50 per cent on housing. This is merely an estimate. Labor relations at this plant are bad. But the housing shortage is undoubtedly a factor. As the personnel manager explained:

> At the present time, we have over 5,000 employees who are now waiting for homes in developments near by. This figure will increase tremendously in the future due to the fact that quite a large number of our newly employed people are from out of the state and consequently will be seeking homes.

Absenteeism

Absences, especially in the mass-production steel, shipbuilding, and airplane plants, were found to be handicapping production. Men simply stay away a day or so a week, thus greatly reducing the output of plants operating on a seven-day week schedule. Some workers stayed away because they were pushed too hard and too long. Many of them apparently felt no responsibility for getting out production. The small-parts and precision factories did not suffer as much from absences or turnover because they were old plants with an established group of workers. But some of the new, large, rapidly expanding war production plants are having serious trouble with deliberate absenteeism.

A timekeeper at one of the shipyards declared that as many as 30 per cent of the workers were absent from their jobs on some days, and that the average number staying at home was between 15 and 20 per cent. The main reasons for this situation were:

1. In a plant operating on a seven-day basis, the men could not stand the pace more than a certain length of time. Some stayed away to rest and to amuse themselves. Wives complained about being "war industry widows."
2. Transportation difficulties contributed to absenteeism. Men who used the street car lines got fed up with overcrowding and straphanging and just gave up trying to get to work. Among the 70 to 80 per cent who go to the plant by automobile, there was also some absenteeism. It was usually excused by a breakdown or by missing the car.
3. Legitimate absence from work due to illness or other unavoidable causes accounted for only a small percentage and did not exceed the normal average.

Shortage in Housing

Decent living conditions are as vital for war industry workers as for soldiers. When more barrack space is needed, the Army pre-empts land and starts construction immediately. But all kinds of minor obstacles are allowed to impede the housing of industrial war workers. It is hard to believe that lack of water meters could block the occupancy of urgently needed houses for war industry workers. Yet such trivialities are as common in Baltimore as they are in other war industry centers. For example, shortage of priority materials was holding up the completion of 2,400 family units for war workers, most of which are in the major war industry centers of Middle River and Fairfield. Many of these houses were entirely built, but sewers, water supply, and wiring for electricity had not been completed. Some lacked only water meters. Despite the urgency, they have been left in this plight for more than six months.

Even before the influx of war workers, there was a housing shortage in Baltimore, and in 1942 the shortage became acute. According to an estimate made in April, 1942, Baltimore required 22,000 new housing units to take care of the existing population and newcomers to December 31, 1942. The figure was arrived at as follows:

Requirements	
A minimum number of vacancies to care for those at present unhoused or inadequately housed	2,000 housing units
Normal local increase in number of families (marriage, etc.)	2,000 housing units
Estimated influx of defense workers with families	18,000 housing units
Total estimated need	22,000 housing units

The visible supply and the deficit break down as follows for the rest of the year:

Supply	
Reported vacancies	2,000 housing units
Vacancies resulting from break-up of families by drafting of family head	2,000 housing units
*Public housing, started or programmed	6,000 housing units
Private housing, under construction	3,000 housing units
Conversions of one-family and other houses to multi-family use	1,000 housing units
Total visible supply	14,000 housing units
Estimated housing deficit by December 31, 1942	*8,000 housing units*

---

*This figure is being reduced because of priority delays in completion.

Transportation Difficulties

Poor transportation ranks next to inadequate housing as the chief cause of absenteeism and labor turnover in the Baltimore area. No one agency was responsible for this situation. The Baltimore Transit Company and the municipal authorities were slow to realize that a huge expansion in transportation facilities would be required to meet the big influx of labor. Although more than half of all industrial workers in the city go to and from work in private autos, traffic on the street cars and buses is expected to show an increase for 1942 of 30 per cent over 1941. The peacetime practice of putting on a few more cars or buses was bound to fall short of the need.

Many employees rely on getting a lift from a fellow worker. Employees in the same plant, living in the same neighborhood, join "full load to work" crews. A five-passenger car rarely carries fewer than seven workers, and even coupés often carry five.

A new bus service put into effect in June, 1942, has provided some relief. But labor at other plants in Baltimore, even those centrally located, suffers from heavy overcrowding of trolleys and buses. Railroad freight tracks and spurs leading to war plants have not been used to help bring workers to their jobs. Until recently no one had taken responsibility for working out an over-all transportation plan. This is being remedied.

INDUSTRIAL TRAINING

THE record of technical training in Baltimore, since the war, is poor, although not worse than in most parts of the country. The over-all picture shows lack of imagination and enterprise, with responsibility about evenly distributed among those concerned with this problem. Among the criticisms that have been made are the following:

> The vocational schools of Baltimore made insufficient effort to meet urgent industrial needs, either by themselves or in cooperation with federal agencies.
>
> The federal agencies failed to show initiative and resourcefulness in acquainting management and the workers of Baltimore with the government training programs and in getting their collaboration.

The unions have done little toward getting their members to shift to jobs where they could be of maximum use in war production. Also, they have shown little positive interest in large-scale training.

Management has failed to come up even to its own low estimate of war requirements. In-plant training and up-grading were still highly inadequate.

The people of Baltimore, through inertia and lack of information about what war means, failed to turn out in sufficient numbers for courses given in the vocational schools.

Few in Training Schools

The report of the Division of Vocational Education of the Baltimore Department of Education for the year ending June 30, 1942 presents a dismal record because of the small number taking courses; because about half who started the courses failed to complete them; and of the half who completed their training, too few landed in the jobs for which they were trained.

Number of vocational classes	397
Number of trainees completing pre-employment refresher courses	6,547
Number of trainees completing supplementary improvement courses	4,586
Number starting but withdrawing before completion	10,248

Baltimore, with some 700,000 of working age, should have turned out several times more vocational school graduates than the 1½ per cent, or 11,000, reported by the school officials. Incidentally, this 1½ per cent falls below the average for most other industrial communities. Withdrawals more numerous than completions are evidence of lax selection of candidates and mean much wasted teaching effort. The report explains that withdrawals were due to inability, laziness, and the getting or changing of jobs. It also suggests a most ineffective program and inadequate instruction. In spite of the industrial need, there were not enough students to justify holding many courses. It is as simple as that—not enough people wanted to enroll. Furthermore, no evidence is to be found of the real value of the training given to the relatively few students who do complete their courses. There seemed to be no well organized plan of job placement for graduates; nor was there sufficient information on graduates who actually found employment in better jobs than they could have obtained without the pre-employment or improvement training.

Too Few Facilities

There are 2,675 training stations, each of them for a single student, in use at present in the Baltimore vocational schools. Only in welding and one or two other specialties are these stations operated on a twenty-four hour basis. The others, as a rule, are on an eight-hour basis. If, however, all were used twenty-four hours each day, they would not supply one-half the current need—not to mention the greatly increasing needs the nation's war production requirements will develop.

Few in Private Schools

Several private schools give technical or vocational training for profit. The total number of persons trained in them is not important. In learning from industry a few essentials of a special skill and by concentrating upon these, they have had a considerable degree of success in obtaining jobs for the students who complete their courses without giving them adequate training. To this extent, they create a challenge to the schools operated at public expense.

With the need for skilled labor more acute, management is beginning to show a keener realization that the reservoir of skilled labor has dried up and that the home surplus must be trained. A few plants are now providing the courses and lending instructors from their own shops to teach in the vocational schools. Martin, Bendix, Bartlett-Hayward, and Western Electric took the lead. There is both common sense and self-interest in this cooperation because it provides applicants with pre-industrial training. If there were not this vocational training, the plants themselves would have to do the job at more expense and loss of time. Students can be put through supplemental, quick-finisher, specialized courses at the plant.

Competition between Training Schools

There are three elements of friction between the vocational schools. They arise because; (1) the private commercial schools for industrial training promise jobs; (2) the vocational school programs are duplicated by the National Youth Administration; (3) plant training schools have the edge on both, because they focus on training for a specific job and because they pay workers a living wage during training.

Directors of some plant training schools have been hostile to the vocational school authorities, partly because of competitive vanity. But the more realistic ones see no reason why they should not take advantage of the fact that the vocational schools can do much of the pre-industrial training at the expense of the government.

Government-training people are inclined to be dubious about private schools teaching defense work for profit. They say candidates are attracted by high-pressure sales methods. But they admit that some of these schools go to the trouble of getting jobs for students after they have completed their courses. One of the main grievances of students in the public training schools is that after hard work in a course they have no assurance of jobs.

Students Lack Housing

Lack of housing for students is another obstacle. Desirable locations for new school plants and, above all, for dormitories are scarce. Where available, the accommodations are difficult to use because of costs for installing light, heat, and tolerable sanitary arrangements. There have been needless obstructions in renting vacant buildings for defense school projects. For example, the National Youth Administration rented a building from a church to be used as a dormitory. The project had to be abandoned because the property was found to have a prohibitive tax load.

GOVERNMENT MANPOWER AGENCIES

SOME twenty government organizations were dealing with manpower problems in Baltimore. All suffered from much the same defects—they were understaffed, were limited to a narrow field of action, were without authority to impose training on those best qualified for it, and had too few contacts with the plants where labor was needed. The seven listed below, the most important, are those that have recently correlated some of their activities:

United States Employment Service (U.S.E.S.)
National Youth Administration (N.Y.A.)
Vocational Education for National Defense (VE-ND)
Training Within Industry (T.W.I.)
Selective Service Manpower Branch Services of Supply
Labor Relations—Labor Production Division, War Production Board
Civil Service Commission

In addition, there are many more city and state committees dealing with labor recruiting, with women in war jobs, with housing, and with transportation. Many of this large number of public agencies had very little influence on the over-all manpower problems of Baltimore. We shall deal with only three of them in detail.

United States Employment Service

The U. S. Employment Service is a merger of the various state employment agencies and is part of the Social Security system.* Until the war crisis made it necessary to treat employment as part of national production, these state agencies were wholly independent of one another. The U.S.E.S., T.W.I., the Apprenticeship Division, and the school training program have since been placed administratively under the War Manpower Commission, thus eliminating some of the confusion and overlapping among the government agencies.

The U.S.E.S., with its first-hand information on labor supply and demand in all localities, is the most important of the agencies within the War Manpower Commission. An attempt has been made to have all persons seeking work register with the U.S.E.S. and to persuade all employers to hire their help through it. But in mid-September of 1942, neither persons seeking work nor management seeking help was making much use of the U.S.E.S.

Under its original state set-up, the Maryland office reflected local race and sex prejudices about hiring. In the past, the Maryland employment service was always rather cold to union

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*For a detailed description of activities of the U. S. Employment Service as a manpower agency see *Man Meets Job*, by Philip S. Broughton. Public Affairs Pamphlet No. 57, 1941.

labor, averse to the employment of women, and unreceptive to skilled Negro labor. Its successor, the U.S.E.S., kept up much the same barriers for a long time. It made no particular effort to find jobs for union men outside their organized trades, to stimulate the entrance of women into war industries, or to induce employers to hire Negroes. Since being taken over by the federal government, the agency has, however, become less responsive to these local prejudices.

Training Within Industry

This also is a branch of the Federal Security Administration under the Manpower Commission. T.W.I., when the cooperation of management can be obtained, sends instructors into plants to teach men in supervisory positions how to train new workers and how to teach new skills to present employees seeking to be up-graded to more highly specialized work. T.W.I. furnishes the program and the teachers. Management furnishes the machines, the materials, and the men.

The main purposes of T.W.I. are:

1. To train job instructors who can teach trainees in plants.
2. To encourage up-grading of workers in plants.
3. To make available to management the full resources of the government in meeting manpower production problems.

How far has this program been carried out? The Training Within Industry advisory teaching program has not been well received by management in Baltimore. In two years T.W.I. has been able to get into only forty of more than 300 war contract firms. It has given instruction in training methods to only 7,000 persons in supervisory positions, who in turn teach trainees for jobs or up-grading. The government has failed in its efforts to popularize the enterprise. Some plants had never even heard of T.W.I. One spokesman for management said that the best thing T.W.I. ever did was to establish job-instructor classes in which men were trained to go into plants to instruct beginners. But T.W.I. has done little to develop this useful activity and has now practically abandoned it.

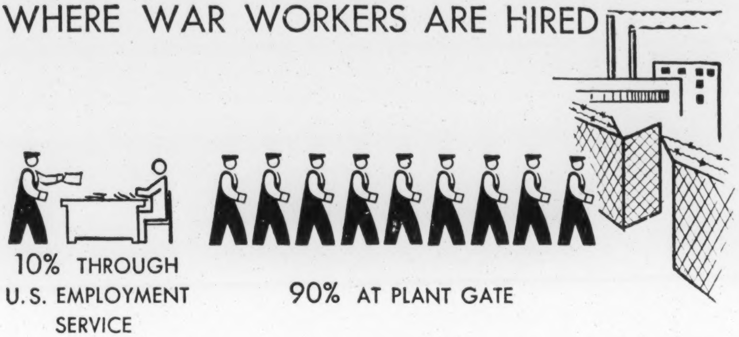
National Youth Administration

The N.Y.A. has some schools of its own and cooperates with the city vocational schools. It accepts any American citizen between 17 and 24 years and 9 months who has the minimum educational requirements, and trains him in several trades and special skills. Most of these, of course, are now being taken up in the draft. The trainees in Baltimore were allowed $20 a month for carfare and food while learning. Some of the local vocational schools which have no subsidy to offer feel that N.Y.A. is a form of unfair competition to their own courses.

Scant Use of Federal Placement Office

One of the most startling facts disclosed by the survey was that only about one-tenth of current hiring in Baltimore was done through government agencies. For example, in two months, June and July, 1942, of 41,504 new hirings in Baltimore war industries, only 4,611 were made through the U.S.E.S., the official federal agency. Nine out of ten workers were hired at the plant gate haphazardly.

WHERE WAR WORKERS ARE HIRED



PICTOGRAPH CORPORATION, FOR PUBLIC AFFAIRS COMMITTEE, INC.

These official figures for the two months of June and July, 1942, give a typical picture of present-day Baltimore industry. New employment increased during this period by some 22 per cent. Yet of all the workers hired in the leading industries, only one in twenty-five was hired through the U.S.E.S.

1. *Transportation,* including *shipbuilding* and *aviation,* uses about half the labor employed in this area, and it showed a 30 per cent increase in employment in these two months. Only 10 per cent of it was selected through U.S.E.S. There are impending critical shortages of which the industry now hopes to meet about half through the U.S.E.S.

2. *The steel industry* showed a 10 per cent increase in personnel in the two months. Only 14 per cent were employed through U.S.E.S. The industry is now about stationary in the number of employees.
3. *The ordnance industry* showed a 37 per cent increase in this brief period. Two-thirds were engaged at the plant, and one-third through U.S.E.S.
4. *The electrical manufacturing industry* stepped up employment 22 per cent in the two months. Only one in fifty workers was hired through U.S.E.S. The others, including many women and Negroes, were hired at the gates. The industry, however, looks to U.S.E.S. for one-tenth of its added labor requirements for the next two months.
5. *The chemical industry* showed a 16 per cent increase in the same period. About 22 per cent of the new hirings were through U.S.E.S., and this ratio is being continued.

MANAGEMENT—LABOR

BEFORE and immediately after Pearl Harbor, manufacturers were spending much of their energy in competing for war contracts and for the convenient home supply of skilled labor. Most hiring and firing was done at the gates, employers regarding it as very much their individual private business. They indulged in some pirating of labor from one another.

No common effort was made to assure an adequate future supply of labor through home training. Many employers did nothing toward setting up in-training and up-grading inside their plants, and some have not yet done so. They considered housing and transportation as the responsibilities of the federal government, the city, or of the workers themselves. Management failed to support the government's Training Within Industry program, especially that of teaching instructors for the purpose of conducting future training within their own plants. Some executives took a most short-sighted view and even tried to take advantage of no-strike promises. They did not seem to want to take suggestions from the government agencies or to make any long-range plans either for their own plants or for the Baltimore area as a whole regarding major manpower problems.

Not until this summer, when the shortage of skilled labor had become critical and the government was introducing its voluntary plan for cooperation, did Baltimore employers really get together and begin to study the manpower problem on broad lines.

Unions and Their Responsibility

Organized labor, formerly relatively unimportant in Baltimore, has today become a major factor in manpower considerations. Before World War II there were about 35,000 union members. Today there are 130,000, not including the Glenn Martin plant, which is partly organized in a company union. Of the union members, about 95,000 are in war industries. Both the C.I.O. and the A. F. of L. have been carrying on active recruiting. But they have done so in a live-and-let-live way and have not allowed their jurisdictional disputes to cripple war production. Union activities in relation to manpower were checked with leaders of both unions, as well as with officials and employers who have contracts with the unions.

Union leaders emphasized that there have been no strikes of any kind since Pearl Harbor. The few minor disputes have been settled amicably. As one C.I.O. leader put it: "Some of them had to do with greedy managment; some with greedy workers." There have been few personal differences between foremen and men.

A mixed A. F. of L. and C.I.O. board has now been working effectively for some time. The two unions have avoided all open conflict. "They make way for each other," as another leader put it. This means that when there are differences between management and one of the two unions, the weaker union lines up with the larger union to present a common front. It means also that unions today are not blocking the shift of members from one plant to another one dominated by the competing union.

While labor leaders in Baltimore generally have taken a guarded position on the question of manpower control or compulsion they have informally admitted the shortcomings of present methods. Their reluctance to commit themselves is due partly to fear of reduction of their own powers and partly to a desire to protect labor's bargaining position. There was, however, an almost unanimous agreement that if compulsory manpower mobilization should prove necessary it would have to be based upon the principle of "equality of sacrifice." Spokesmen from the leading unions in the labor movement contributed to this list of "musts" for any compulsory bill that labor might support:

1. No discrimination in opportunity of employment or in pay because of race, color, creed, sex, or union affiliation.
2. No strikes, lockouts, or other stoppages.
3. Equalization of wages—before any stabilization—for identical work.
4. Assured tenure in jobs, especially when moved from one plant or locality to another, and no wage decrease.
5. Protection of seniority rights for employees transferred from nonessential to war work.
6. Assured minimum earnings, even when not working, as in Great Britain.
7. Guarantees of adequate transportation, housing, schools, and nurseries for children of working mothers.
8. Expense of transportation from one community to another to be borne by the employer.
9. Labor-management committees in all plants.
10. Limitations on profits so that labor's sacrifices are not reflected in greater earnings for stockholders.

Voluntary Pledges

The Baltimore Area of the War Manpower Commission presented a program to its newly formed Management-Labor Advisory Committee late in August, 1942, for preventing labor piracy and facilitating a shift of workers from nonessential jobs to war jobs. The Advisory Committee approved the program and pledges were sent to all employers of labor and all union organizations for their signatures to the following agreement:

a. We agree not to employ a worker from another war production contractor unless a release has been secured in line with the procedure outlined by the Management-Labor Committee.
b. We agree wholeheartedly to the plan of maximum utilization of local labor supply and therefore will make every effort to utilize women, Negroes, and other groups not ordinarily employed, prior to making any efforts to secure workers from outside the area.
c. We agree, wherever possible, to refrain from recruiting or scouting for workers outside the Baltimore area except through the facilities of the U.S.E.S.

d. We agree to cooperate in every way possible in bringing about the transfer of skilled workers from nonessential industries and will agree that any workers transferred from one plant to another plant where they can be more useful in the war effort will have their seniority protected for the duration of the war.

e. We agree to work wholeheartedly with the War Manpower Commission in its efforts to reduce absenteeism in the Baltimore area.

Since the above survey was completed, there have been some changes in the situation. The Baltimore Area office of the War Manpower Commission reported that, by the end of November, 1942, employers of "approximately 220,000 of the 230,000 workers" in war industries had signed the pledges to conform with the five-point program. Both Mr. Liveright and Royden A. Blunt, who succeeded him as Director of the Baltimore Area, expressed themselves as gratified with the reduction in labor turnover during the two months that the program had been in operation. Piracy, they said, had ceased to exist. During the six-month period ending in November, 1942, there has been a very sharp increase in the employment of women and a somewhat less satisfactory rise in the employment of Negroes. There is still considerable doubt, however, whether either of these groups is being trained and placed in jobs as rapidly as needed for an all-out war program.

SUMMARY OF RESULTS

The outstanding conclusions from the Baltimore survey are that, as of September 15, 1942:

1. No over-all inventory of Baltimore's potential labor resources and skills had been made.
2. Acute shortages in special skills were not being met.
3. There were many workers with skills that could be revived again with adequate training.
4. No large-scale intensive vocational or technical training had been developed that was adequate to meet Baltimore's needs.
5. The Training Within Industry program was far from being in general use and far from meeting the requirement for creating needed skills.

6. Despite the delays in getting industrial manpower mobilization started, the outlook is not wholly dark. Although the cream has been skimmed off the labor reservoir, there are still untapped local reserves.
7. Full use must be made of women, Negroes, and other minority groups, although this appears difficult at present.
8. Control of labor must go back to the source and include control of its migration.
9. A plan looking toward full utilization of Baltimore's manpower resources was just being put into operation, and its effectiveness is still in doubt.

FOR FURTHER READING

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THE COMING CRISIS IN MANPOWER

By MAXWELL S. STEWART

TEN years ago the United States had too many workers. More than 10 million were unemployed. A third of these were young men and women between the ages of sixteen and twenty-four. Other millions were in their most productive years. There was talk of men being "through at forty." An organization which advocated the paying of $200 a month to every citizen over sixty *provided he ceased working* enjoyed great popularity.

Today we have too few men. Our armies in the Pacific have repeatedly had to give way to sheer weight of numbers. We have too few planes, too few tanks, too few ships, because we have not put enough men to making them.

Many people weigh the strength of our war effort by the size of our Army. They say that if we are to win the war we will have to have an army of from 8 to 10 million men. We shall not try to say how large an army is necessary to win the war. That is a question of high military strategy. But it must be rec-

The facts on which this pamphlet is based are taken, so far as is possible, from official government documents. For a partial list of these documents and materials used in the preparation of the pamphlet, see the reading list on p. 32.

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ognized that having a large army is not as important as having a well-equipped army.

In all we have about 102 million persons in the United States over fourteen years of age. This represents our maximum manpower. These persons can be employed in many different ways. Some of the men are being called upon to serve on the front line, as aircraft pilots and bombers, as foot soldiers, as sailors in the Navy. But for every soldier at the front, there must be several behind the lines – ground crews for the airplanes, engineers and labor battalions, men on guard and on convoy duty, and reserves and replacements for the men at the front. And for every man in the armed forces, several men and women are needed in offices and factories to produce the weapons of war. It is estimated that there must be at least fourteen persons back of the line for every man in it.* Other behind-the-line workers are needed to produce planes, tanks, and ships for Britain, Russia, and China – that they may continue the fight they have so valiantly carried on till now.

Never in our history have we undertaken anything so gigantic as the shifting of the nation's vast industrial resources to the needs of war. All arrangements have been made for the vast change-over except one. So far there has not been enough planning as to how this program is to be related to the other gigantic task – that of finding men for our Army, Navy, and Marine Corps. Careful planning is necessary not only to make the best use of our manpower, but also to make the necessary change-over as smooth as possible. On April 18, 1942, President Roosevelt set up a nine-man War Manpower Commission, under the chairmanship of Paul V. McNutt, to work out our manpower policies. On the wisdom of its decisions in this matter may rest the outcome of the war.

THE NEED FOR MANPOWER

IN order to see the picture clearly, we need to draw up a sort of a balance sheet of our national manpower. Let us look first at the demands that the war is making upon us.

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*Statement made by Brigadier General Lewis B. Hershey in *Manpower: The Key to Victory,* University of Chicago Round Table of the Air. December 21, 1941. P. 6.

Men for the Armed Services

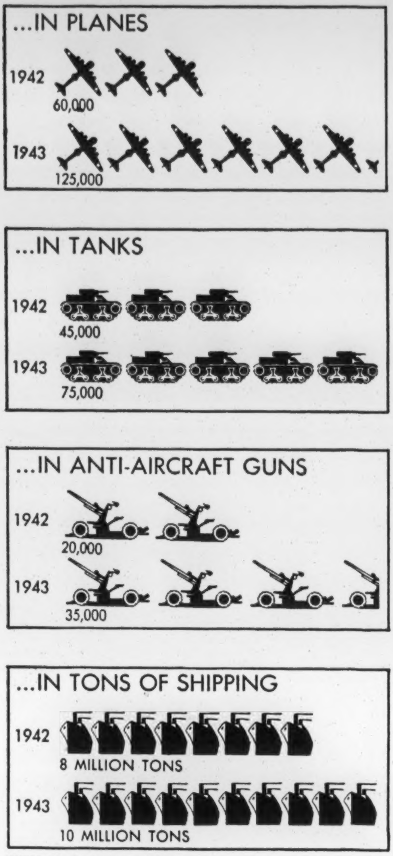
We do not know how many men will be required for the Army, Navy, and Marine Corps beyond 1942. This will depend largely on the course of the war. But we do have estimates as to the probable needs for 1942. At the beginning of the year there were approximately 2 million men in the armed forces. By the end of the year the Army is expected to have 3,500,000, the Navy 600,000, and the Marines approximately 100,000 – making a total of 4,200,000. These figures are only approximate and if inductions under the Selective Service Act are speeded up, the total may be considerably larger. The number will depend not only on events abroad, but also on the amount of shipping available to move men overseas and the speed with which new training camps can be completed. The severity of our losses must also be taken into account in determining the number of replacements needed.

Shipping is the most crucial factor in determining the need for men in the armed services. Ships are required not only to move men overseas, but also to equip and supply them once they are there. At present there is a serious shortage of ships. By the end of 1942 the shortage should be relieved, but it will not disappear. The number of men that can be moved overseas will depend not only on the number of ships, but also on the distance they must travel. The journey to Australia, New Zealand, or India, for example, is approximately four times as long as the journey from New York to England or Northern Ireland. This means it would take four times as many ships to supply 500,000 troops in the South Pacific war zone as in Europe. Until we know where the battlefields of the future are to be, we cannot know how large an army we shall need.

The War Industries

The demands of the industrial front are perhaps somewhat easier to calculate. The goals set by President Roosevelt in his message to Congress in January, 1942, for our industrial effort are shown in the chart on the next page.

This is, of course, only part of the picture. A huge shipbuilding program for the Navy has also been set up but its details are necessarily secret. Definite commitments have been made to Great Britain, Russia, and China, but again the de-



OUR PRODUCTION GOAL
(PRESIDENT ROOSEVELT'S SPEECH, JAN.6, 1942)

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tails are not released for publication lest they prove helpful to the enemy. Our total war appropriations for 1942 exceed $50,000,000,000, and they will reach $70,000,000,000 in 1943. From this it is possible to make fairly accurate estimates of the number of men and women needed in the war industries in the immediate future.

At the beginning of 1942, approximately 5,300,000 men and women were engaged, directly or indirectly, in the production of war supplies. This represented a tremendous gain over the previous year. For at the beginning of 1941 only about a million and a half were employed in defense work. But the gain was achieved with little injury to our normal peacetime production. Most of the new men came either directly from the unemployed, or, if taken from civilian industries, were replaced by men drawn from the unemployed.

The situation facing us for the latter part of 1942 and 1943 is far more critical. It is estimated that by the end of 1942 there will be 15 million war workers. This does not mean that 10 million men and women will have to give up their jobs in 1942 and find new ones in aircraft factories and munition plants. In many instances, as with the automobile plants, whole industries are being converted to war production. The same men will work in them, but they will make war goods instead of everyday goods for civilians. Then, too, goods that were previously used by civilians are now being used by the Army and Navy. Shoe manufacturers will still make shoes, but an increasingly large proportion of them will be used by our soldiers and sailors. Railway workers will still stay at their old jobs, but perhaps half their work will go toward moving troops and war supplies.

The 1943 estimates are still rough. But on April 20, 1942, Paul V. McNutt, chairman of the War Manpower Commission, declared that 13 million new war-production workers would be needed in the next year.

The Home Front

At the beginning of 1942 about 8,900,000 persons were engaged in agriculture, about 5,900,000 were self-employed — storekeepers, garage owners, doctors, lawyers, etc. — and approximately 29,400,000 were employed in nondefense work.

The war has in no way served to lessen the tasks of the farmer. On the contrary, he is being urged to increase his production so as to provide food for England and our other Allies, together with filling our own military and civilian needs. He faces this gigantic job with less machinery and less fertilizer to aid him in his work. Consequently, we do not dare take many men away from agriculture. But some farm boys will be drafted, and some will seek better-paid jobs in the city. And since we have long had an over-supply of men on the farm, this loss will not be fatal. It is estimated that by the end of 1942 the number of persons engaged in agriculture will have been reduced to 8,500,000.

Among the self-employed, the drain caused by the war will be proportionately greater. Thousands of doctors and dentists have already been called into the armed services. More will follow. Many thousands of motorcar salesmen, tire dealers, roadstand and tourist camp owners will be forced out of business by the curbs on automobiles, gasoline, and tires. Some owners of small businesses will be drafted or will find jobs in the war industries. Altogether it is estimated that the ranks of the self-employed will dwindle to 5,500,000.

In nondefense industries the decline is bound to be much greater. Already our great automobile, radio, and electric refrigerator plants have been converted to war production.

Small firms of all types throughout the country are similarly being changed over. And many factories which are still producing goods for everyday use are also engaged in making munitions, using many of their old employees in war work. As our factories are converted to the making of guns, planes, and ships, an ever increasing number of our coal miners, railway workers, truck drivers, and steelworkers must be counted as war rather than civilian workers, although they will not have changed jobs. Counting those whose jobs are shifted only on the statistician's record, it is estimated that the number of nondefense employees will drop some 7,600,000 during the year to a total of only 21,800,000.

During 1942, then, we may expect an increase in the armed forces of some 2,200,000. Our war industries are likely to demand 9,700,000 more workers by the end of the year than were employed at the beginning. Offsetting these increases, we may count on a drop of 400,000 in farm workers, another 400,000 in the number of self-employed, and 7,600,000 in nondefense industrial employment. Thus the number of men and women required for war purposes will total some 11,900,000, and the total decline in nonwar activities will release only about 8,400,000. We must somehow find 3,500,000 men and women to fill the gap.

OUR AVAILABLE MANPOWER

WHERE are these 3,500,000 to be found? This is one of the most crucial problems facing the country today.

The Unemployed

First of all, we shall, of course, draw on the unemployed. Figures for the end of 1941 show that there were still about 3,900,000 men and women anxious and willing to work who had no jobs. But these are by no means all good workers. Many of them are partly disabled; some are unemployable. The closing of the automobile factories and the curtailment of other types of civilian production during the early weeks of 1942 temporarily threw out of work some highly skilled workers. In all there were about 4,200,000 men and women without work in the first quarter of 1942. Many, but by no means all, of these will find jobs by the end of the year. The skilled men will probably have comparatively little difficulty in finding work. But the larger part of today's unemployed are wholly unskilled. Many of them have never held jobs in private industry; many others have lost their skills as a result of long idleness during the depression. Some are disabled. And many of them live in parts of the country where there are no war industries and few opportunities, and are held there because some member of the family is employed. Then, too, there is always a certain amount of unemployment, even in boom times, as a result of a shifting of jobs. This type of unemployment is bound to be fairly large at a time when whole industries are closing down because of war conditions. So despite the shortage of manpower, it is estimated that 2,400,000 men and women will still be jobless at the end of the year. This leaves us with a net gain of 1,500,000 workers for the year, but leaves us 2,000,000 short of filling the 3,500,000 gap mentioned above. As these cannot be obtained either from among those now employed or those now listed as unemployed, it is obvious that we shall have to find a new source of supply.

How Many Workers Are There?

Let us examine our supply a little more closely. According to the Census there were 52,840,000 men and women available for work in the United States in the last week of March, 1940. Of these, only 45,350,000 actually had work. The remainder were either unemployed or engaged on government emergency projects such as the W.P.A., the N.Y.A., or the C.C.C. The normal growth in our population adds approximately 500,000 to our labor force each year. That is, the number of persons growing up who are looking for work exceeds by half a million the number of persons who are no longer available because of old age, illness, death, or other causes. According to the Census figures, then, we had only about 53,840,000 men and women available on April 1, 1942, for the Army, war industries, agriculture, self-employment, and employment in nondefense industries. And according to the figures given in the previous section, we had at least 51,500,000 in these categories at the beginning of the year. This doesn't give us much margin for expansion.

Fortunately, the Census figures understate the number of workers available. There are a considerable number of persons who did not indicate that they were seeking work in 1940 who, nevertheless, might be led to work during the emergency. These include young persons now in school, a fairly large number of young unmarried women, some men and a large number of married women who have worked in the past but have not worked in recent years, and some older men who have retired because of age. Any increase in the size of our military force is bound to draw wives, sisters, and other dependents into industry.

The total number of persons available for work may be calculated in one of two ways: (1) by basing our estimate on the proportion of the population employed at the height of the 1929 boom; or (2) by basing it on the ratio working in 1918.

In the third quarter of 1929 approximately 49,700,000 persons were working. This was 56.7 per cent of the population over fourteen years of age. On this basis we have at least 57 million persons available for work today. Allowing for an increase of half a million each year, the number should reach 58 million by 1944.

In 1918 approximately 61 per cent of the population over fourteen years of age was at work or in the armed services. Taking into account the fact that young people remain in school longer, it is estimated that a similar ratio today would give us a labor force of some 60 million in 1942. This is confirmed by a W.P.A. estimate that 7,600,000 new workers are available for war jobs.

New Sources of Supply

It is clear, then, that there are a lot of men and women able to work who are not now working or looking for work. Most of these, as we have suggested, are women who stopped working when they married. According to the Census, nearly 29 million women have no other occupation beyond that of caring for their homes. Many of these are, of course, older women. But the W.P.A. estimates that 6,500,000 of these are available for full-time and 2,900,000 for part-time work. A considerable number — totaling several millions — worked outside their homes before marriage and could presumably do so again. Some of these are highly skilled; hundreds of thousands are college graduates, capable of adjusting to skilled work; and there are also many thousands of young unmarried women who are perfectly able to work outside their homes but who have never felt the necessity for it. We must depend on these groups to provide the great part of the new workers needed to win the war.

Added to these are a comparatively small number of retired men and women who might be persuaded to work again, and a few others planning to retire who may be induced to hold on a few more years. The number of men and women who have retired because of age totals close to 2 million, but the majority of these are probably unable, for physical reasons, to start working again. Quite a number of others have lost their skill and would be useless to the war effort.

Finally, there are a considerable number of workers engaged in seasonal work, such as agriculture, lumbering, and Great Lakes shipping, who normally do not work for several months out of every year. To the extent that they could be used, they would help offset the shortage in manpower.

In Russia, as in Germany, the need for additional workers has been reduced somewhat by moving men in and out of the Army, using them in factories in the winter and for fighting in the summer. Neither we nor the British have yet learned how to do this.

The Balance Sheet

We now have all the figures before us, and we can proceed to draw up a balance sheet of our available manpower. On the debit side we will first list the demands for manpower as we best can estimate them for the end of 1942:

Armed services	4,200,000
War industries	15,000,000
Agriculture	8,500,000
Self-employed	5,500,000
Civilian industries and other	21,800,000
Total	55,000,000

Our assets are a little more difficult to calculate. We might, however, set them down something like this:

1940 Census figures for labor force	53,000,000
Increase for 1941 and 1942	1,000,000
Possible increase at 1929 rate of employment	3,000,000
Further increase at 1918 rate of employment	3,000,000
Total	60,000,000

At first this looks as though there were no problem at all. But if we examine the figures more closely, we find that on the basis of the Census, allowing for the population increases in 1941 and 1942, it will be seen that we are short by 1,000,000 in manpower. Taking the 1929 rate of employment as standard, we have a margin of only 2 million — a very slim margin!

Then if we take into account the fact that — for various reasons — 2,400,000 unemployed cannot be assimilated by the end of 1942, the problem becomes more serious. On the basis of the Census figures we have a shortage of 3,400,000, and even on the 1929 basis we have a shortage of 400,000.

These shortages can probably be met, as we suggested earlier, by drawing in men and women who are not at present looking for work. There will be difficulties in doing this — which we shall discuss a little later — but it can be done. The real pinch will come in 1943 and 1944. The Army and Navy will be needing more men, perhaps millions more. The requirements of Russia, China, and Britain are not likely to decrease. With a larger Army and Navy, our own requirements of planes, tanks, and munitions are bound to grow. This was recognized in the President's 1942 program which called for a doubling of aircraft production and large increases in other weapons. And, to make matters more serious, further reduction in the output of civilian goods will be increasingly undesirable. There will be no more automobile, radio, or electric refrigerator industries to convert to war production. Such sacrifices as are made will be of necessities rather than luxuries.

Lack of Skilled Men

Finding skilled men is an immensely more difficult task than merely finding men. This is the heart of our problem. The war industries have created a need for far more of certain types of skilled workers than we have in ordinary times. We shall have to build many times as many airplanes and ships as in peacetime. This will require many tens of thousands of men skilled in aircraft manufacturing and shipbuilding. Already skilled men are scarce. Mr. McNutt reports, for example, that there are twenty-five times as many calls for toolmakers as there are unemployed toolmakers available. Most of the men possessing the badly needed skills already have good jobs, either in war industries or elsewhere. The unemployed have been pretty well picked over. Comparatively few of the women and older men whom we can count on going to work have the skills we need, and not many of them can be easily trained for this work. The situation is made worse by the fact that quite a number of skilled men have been and are being drafted into the Army. While the Army also needs skilled men, it has not made full use of the skills of the men it has.

For a time the need for skilled men can be met by training semiskilled men and women. Perhaps the work will not be quite as well done, but as long as there are a number of the older trained men to help out in a pinch, the work will be satisfactorily done. But there is a limit to this dilution of skills. If kept up, the quality of work is bound to fall off seriously. For this reason it is important to hold on to our skilled men, and use them as wisely as possible.

The situation is particularly crucial with respect to highly specialized workers and professional men. We have been slow to work out a policy for using these groups. But we have in the National Roster of Scientific and Specialized Personnel an agency which is taking steps in this direction.

Geographic Hurdles

To make matters more difficult, many men and women who are now unemployed or engaged in nonwar work do not happen to live near the new war industries. There are vast areas in the country in which there are no jobs. This is true particularly in the South, except near the Army cantonments, and in parts of the Middle West. Great differences in employment opportunity exist between one industrial city and another.

Many workers have sought to remedy this problem in their own way by taking themselves and their families to the new industrial centers in search of a job. This has only complicated the situation. Often many more men have crowded into the cities than could be given jobs. Or if the demand was for skilled men, thousands of unskilled men would jam into town, leaving no houses, tourist camps, or tent space for the needed skilled men. Government authorities have attempted to check this senseless and wasteful migration by urging men not to leave their home towns in search of work unless sent by their local employment offices. But, lacking compulsory powers, they have been unable to stop the constant flow of workers, particularly unskilled workers, looking for jobs. And many employers have made the problem worse by employing private labor agents who compete with one another for workers.

It is obvious that many families will have to move during the coming months if our manpower is to be employed to best advantage in war work. But if instead of haphazard moving about in response to idle rumors, these moves could be regulated according to plan, much waste could be avoided.

HOW CAN THE JOB BE DONE?

WE shall get off to a better start if we realize that there simply are not enough men to meet all of our war and civilian needs in the coming years. But we cannot let that stop us. The war must be fought and won regardless of the shortage of manpower. This means that we must make the utmost use of every man, woman, and young person in our population. This is in part an engineering problem. Our plants must be organized more efficiently. But it is also a matter of a wise over-all policy for use of our manpower. If we formulate a wise policy now, we shall find that we can do much more with the people we have than most of us would have thought possible.

Negroes

In this connection we find at least one important group whose abilities are not being fully used in the war effort. We refer, of course, to the Negroes. Despite the shortage of skilled labor in the past year or so, thousands of skilled Negro workers have been unable to find work in which they could use their abilities adequately. Many war industries have either refused to hire Negroes or have employed them only in unskilled work. The Social Security Board reports, for example, that of 8,769 skilled and semiskilled jobs filled in the aircraft industry between January and March, 1941, only thirteen went to nonwhite workers. Even the Army and Navy have not granted Negroes full equality of opportunity. This failure to make full use of the abilities of one-tenth of the nation has greatly aggravated the manpower problem.

Voluntary Inducements

In peacetime if a firm has difficulty in getting the type of workers it needs, it may increase its wages or offer some sort of a bonus to attract the men it wants. There can be no objection to this policy in ordinary times. Experience has shown that in the long run a company which pays wages that are somewhat above the average attracts superior workmen and has little trouble in keeping them. But in wartime the competitive bidding for workers is highly undesirable. For one thing, because of the shortage of workers, it may be carried to extremes. This happened in the last war. In some instances different departments of the same company bid against one another for skilled workers. One plant brought in 400 men one day, only to lose most of them the following day to competitors. Unscrupulous labor agencies reaped a harvest by obtaining jobs for the same men in one firm after another, then splitting the fees, which were paid by the employer, with the men. In this war companies have bid against one another by offering overtime work at extra pay. The government has sought to discourage competitive wage increases because they contribute to inflation. If companies have to pay higher wages, they will charge higher prices; and higher prices will lead in turn to demands for higher wages.

It is evident, therefore, that the usual system for placing men and women in industry is not suitable for wartime. We shall have to devise a new system adaptable to the emergency.

The Draft

We already have in operation a system of selective service which may be used for providing the needed industrial workers as well as men for the Army and Navy.

Many of the men between the ages of twenty and sixty-five who have registered under the Selective Service Act have filled out or are being asked to fill out occupational questionnaires. These are sent to the U. S. Employment Service and the Roster of Scientific and Specialized Personnel. The machinery has been set up, and a start has been made toward classifying the men in these age groups according to skill.

OCCUPATIONAL DEFERMENTS

To date, however, the policy with regard to the deferment of skilled industrial and agricultural workers has been far from satisfactory. The great majority of the 17 million men who registered in the first draft who were deferred during the first year and a half were placed in Class 3-A because of dependents. Only about 500,000 were placed in 2-A and 2-B because they were "necessary men" on their jobs. Although the Selective Service Administration drew up a list of several hundred skilled occupations in which there were shortages, some valuable men have been taken out of war industries and inducted into the Army. Some airplane factories are reported to have lost as many as 10 to 20 per cent of their workers. As families rarely move away from defense areas when men are inducted, it has sometimes proved impossible to replace these men because of shortages in housing and transportation. The director of the New York Selective Service declared on March 25, 1942, that some 30,000 men would be taken out of war plants in the New York area during 1942. Although most of these men will be relatively unskilled, their induction raises problems. A difficult situation has also developed in agricultural areas as the result of the induction of skilled farm labor. Recognizing the problem, General Hershey told the Senate Military Affairs Committee that Selective Service officials had trouble educating draft boards to "the fact that because a man was 'just a farmer,' he was not only important but was irreplaceable."

This situation will obviously have to be remedied. So far, comparatively little harm has been done. The early draftees were mostly unmarried men in their early twenties who were not yet skilled, or who could easily be replaced. But as we get to the older men and as men in 3-A are reclassified, we shall encounter a much larger proportion of skilled men. It is important, therefore, that we do not lose their skills where they are most needed. This may necessitate drastic change in policy.

It would seem that the local boards need to be told much more strongly than they have in the past that they must not induct men who have skills that are vitally needed for the war effort. This needs to be backed up by clearer instructions as to what kind of men are "necessary to the maintenance of the national health, safety, or interest." Obviously this does not mean merely workers in an airplane or tank factory. In its original form the act specifically forbade the deferment of individuals "by occupational groups or of groups of individuals in any plant or institution." Paul V. McNutt, chairman of the War Manpower Commission, has indicated that Congress will be asked to change this provision.

There are doubtless many men with skills badly needed in the war effort who are not now engaged in war industries. Such men would automatically be inducted into military service if not deferred because of dependents or physical defects. It would seem that the abilities of these men should be used more effectively. A way should be worked out to encourage or draft many of them into war jobs for which they are fitted rather than take them all into military service.

"WORK OR FIGHT"

This might be done, as it was done to some extent in the last war, by "work-or-fight" orders. Men of the draft ages who are engaged in certain classes of nonessential occupations might be ordered to find other jobs or join the Army. If they possess skills that are useful in the war industries, they should have little difficulty in finding jobs in essential industries; otherwise they would have no choice except to join the colors. It is feared in some quarters, however, that direct "work-or-fight" orders would be held unconstitutional.

PLACING MEN IN INDUSTRY

There are those who contend, moreover, that the "work-or-fight" order is a cumbersome way of doing indirectly what should be done directly. Instead of ordering men who are sub-

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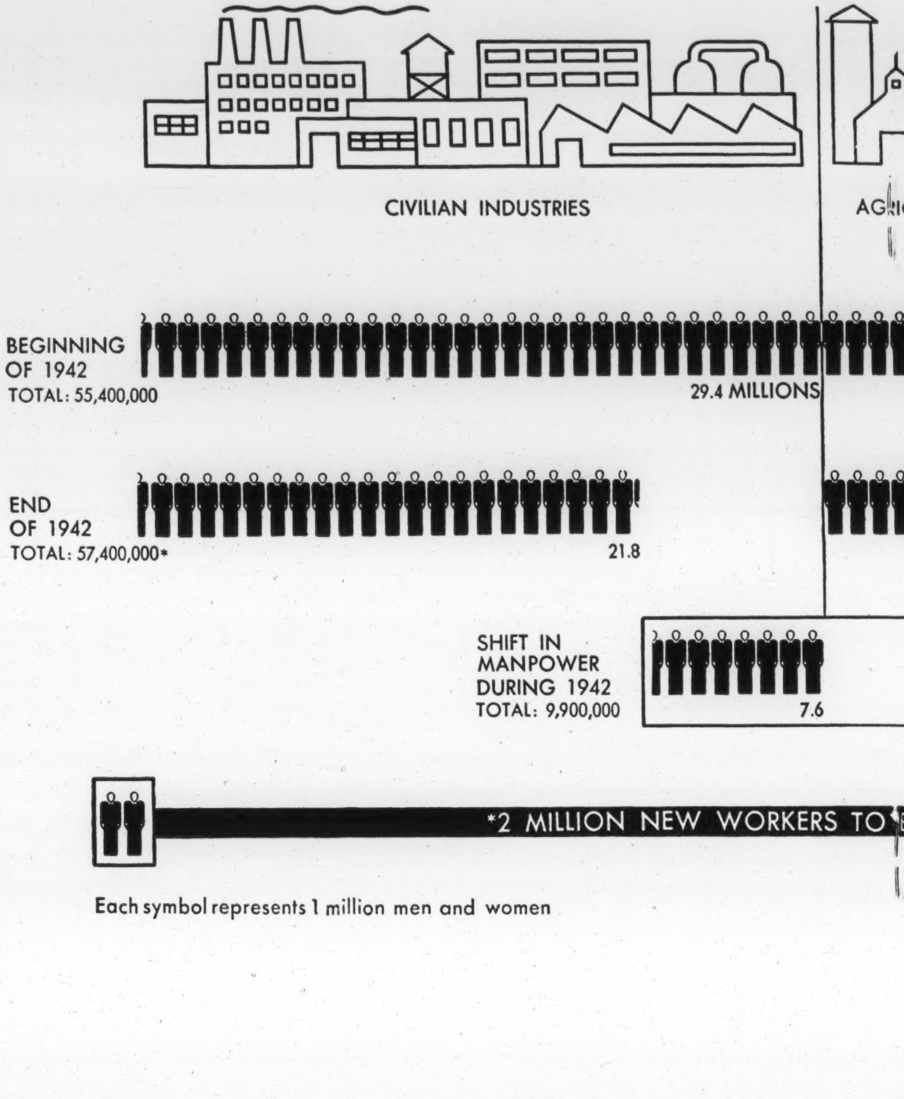
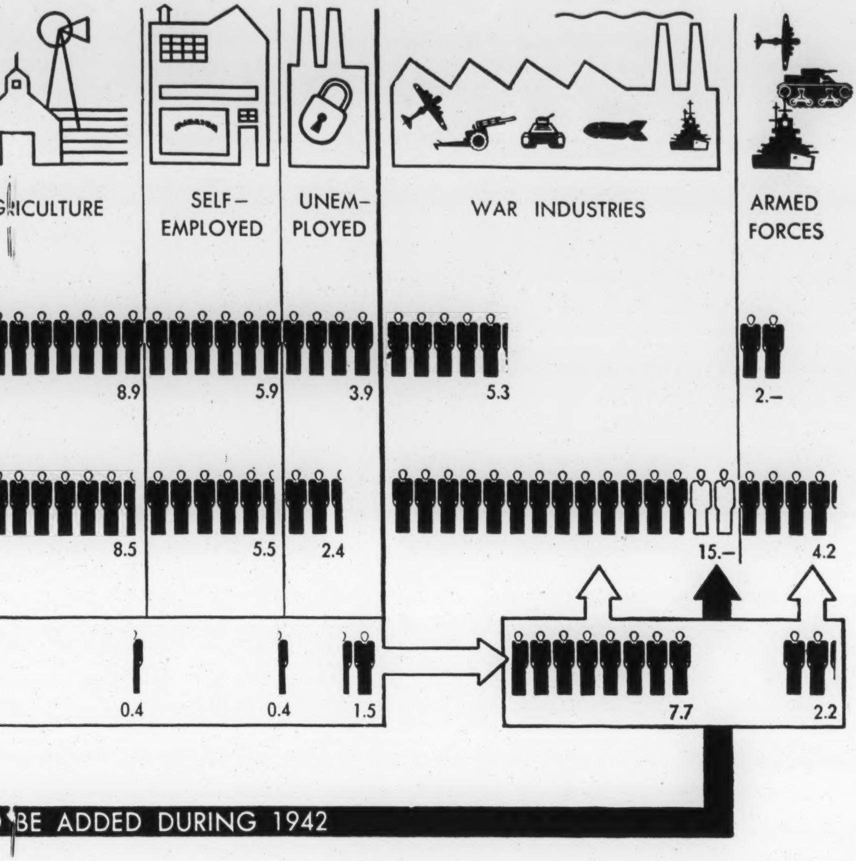


MANPOWER DURING 1942



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ject to the draft to seek jobs in private industry, they would use the selective service machinery to *place* skilled men in war industries, even at the expense of the armed services.

If we are to judge by statements made by General Hershey and others concerned with selective service policy, some such plan is under consideration. As a basis for a possible conscription of civilian manpower, distribution of an occupational questionnaire was begun by the local draft boards late in March, 1942. A civilian draft, however, presents many difficulties. In the first place, the Selective Service Administration is not set up to handle a complex job such as industrial placement. It is fairly easy for a local draft board, on the basis of instructions from Washington, to say whether a man should be inducted into the Army or deferred because of dependents. But is is considerably more difficult for the board to decide whether the man is doing a "necessary" job in civilian life. This is probably why there have been so few deferments for occupational reasons. And it is virtually impossible for a local board, made up of men without experience in such matters, to decide whether John Jones is qualified for any one of the thousands of skilled trades in the defense industries. Experience has shown that many a man claiming to be a machinist is not a machinist. Thousands of ill-trained men would seek to take advantage of an opportunity to advance themselves as highly skilled. If, because of inadequate precautions, they succeeded in obtaining jobs for which they were not qualified, our war production might suffer seriously.

The United States Employment Service

The agency best qualified to place men in industry is the U. S. Employment Service. For years this agency has specialized in studying the abilities of workers and fitting these men into the jobs for which they are best suited. Since early in 1941, employers have been urged to look to the U. S. Employment Service for workers in the defense and war industries. It has been developing ways for analyzing jobs, perfecting methods of keeping files of registrants, and improving systems of interviewing workers so as to discover their skills. It also has experience in training men for war jobs. Industrial conscription is bound to present new problems and difficulties, but the U. S.

Employment Service has a tremendous advantage in experience over any other agency.

Nevertheless, there has been much criticism of the way that the U. S. Employment Service has handled its regular job. Politics has crept in in some cities, and in others the local employment service has been inefficiently managed. As recently as February 3, 1942, the Director of the U. S. Employment Service declared that the employment offices were "not capable at this time" of taking on the substantial additional job of controlling *all* hiring.

SOME OF THE PROBLEMS

A labor draft would involve many headaches. The following are but examples. Should Jones be shifted from an unskilled trade to a highly skilled one at a higher rate of pay while Smith, who lives next door, is asked to give up a well-paid job in private industry for the low pay of an Army private? How can we defend two standards—one for the man who risks his life for his country on the front line and another for the man who is drafted to serve at an equally important but less dangerous job on the industrial front?

This leads us into a whole series of questions which directly concerns labor unions. Organized labor has cooperated wholeheartedly in the war. It has agreed not to strike and has postponed for the duration of the war any efforts to strengthen its position or to demand a closed shop where none existed before the war. It has agreed to suspend double pay for Sundays and holidays. In return for these concessions, it expects to be treated fairly. It expects, above all, that no effort will be made to weaken its position during the war. A large proportion of the workers, particularly the skilled workers, in the war industries are union members. Many of the industries have a closed shop, which means that all the workers in the industry must belong to the union. If nonunion men were drafted into these industries, the unions would naturally fear that the employers would take advantage of the situation, now or after the war, to break the unions. Their fears would be increased if the new men were paid less than standard union wages. And they would probably like it less if the draftees were paid standard union wages without being forced to belong and contribute to the unions that made these wages possible. Yet it is difficult to see how the government could *compel* men to join a union if they had scruples against such organizations.

Fortunately, these problems sound more difficult than they actually are. They would require wise handling, but a solution for each of them can doubtless be found through the usual method of negotiation between employers and the unions. Real trouble would be encountered only if employers, or the government, sought to take advantage of the situation to undermine the unions.

Women and War Jobs

Regardless of what is done about men, it is obvious that most of the new workers needed for the all-out victory campaign will be women. About 2 million new women workers will be needed in 1942 and several million more in 1943 and 1944. Not all of these will go directly into war work. Many jobs in airplane factories and other war plants can be filled satisfactorily by women. But in many instances it is probable that women will take over civilian jobs such as the running of elevators, streetcars and buses, delivery service, and operation of light machinery so as to release men for the Army and for heavy work in the plants producing war materials.

In the spring of 1942 there was still no shortage of women desiring work. But it is clear that by 1943 millions of women will be needed for the war effort who are not now looking for work. If they are to be found in time, some policy must be worked out soon for getting suitable women for these jobs. This may be done in any one of three ways, or by a combination of these methods: (1) by relying on patriotic appeals to persuade women to take jobs during the war; (2) by relying on economic pressure and good wages to force or attract women to accept jobs; or (3) by conscripting women for war work.

PATRIOTIC APPEALS

So far we have relied chiefly on appeals to the patriotism of women. Women have entered enthusiastically into civilian defense activities. Provision has been made for a volunteer women's labor corps under the direction of the War Department. Arrangements have also been made for the voluntary registration of women for farm work. In all, 500,000 women were employed in war work at the beginning of 1942. But only nine women in every thousand women employed were working in war industries, as compared with twenty-one in every thousand in 1918.

Before we entered the war, questions of manpower and the training of war workers were handled by the National Labor Supply Committee. This committee was made up of representatives of various government agencies and worked with the Deputy Director of Labor Supply and Training of the Office of Production Management. It set up a subcommittee to draft a program for making use of women workers. This subcommittee called for an immediate inventory of women now available for war production. As a step in this direction the U. S. Employment Service is analyzing the skills of the 1,300,000 women registered in public employment offices. Steps were taken to open all training programs by vocational schools, the N.Y.A., and the W.P.A. to women. The Training-Within-Industry programs were also opened to them.

In the last war we relied to a considerable extent on appeals to patriotism—though there was also some economic compulsion. The number of women who left housework or schoolteaching to take jobs more directly connected with the war has been estimated at about a million. Undoubtedly this number could be recruited again by similar methods. But in this war we are going to need far greater numbers and there can be no assurance that such numbers can be obtained in this manner. Moreover, while an appeal to patriotism would doubtless draw in many women well-qualified for war work, it would probably not reach all of those who are qualified and many would respond who are wholly lacking in the skills needed. Few authorities believe that the necessary number of women can be enlisted by voluntary appeals alone.

Any campaign for the voluntary enlistment of women is bound to strike a major snag in the present draft deferment procedure. As these regulations are now enforced, a married man is much more likely to be called into the Army if his wife is working and is self-supporting. Consequently, many married women are bound to hesitate to take jobs if it means increasing the chances of their husbands being drafted. Reports from various sections of the country indicate that many a married woman has given up her job since the outbreak of the war for fear that her working would jeopardize her husband's draft status. This cannot, however, be confirmed by official figures. Recent statistics gathered by the W.P.A. indicate that the total number of women employed in industry has increased rather than decreased since the outbreak of the war. But as there are no separate figures on married women as distinct from single women, it is impossible to know whether more married women than usual have left their jobs during this period. It is clear, however, that the practice of deferring men because of dependents will have to be modified, if only as an aid to enlisting women workers in the war program.

ECONOMIC PRESSURE

Most of us seek work because we need money to maintain a decent and comfortable standard of life. So far the war has probably reduced rather than increased the necessity for women to seek jobs. Many of the wives of drafted men probably have had to seek work to supplement their husbands' meager Army pay. The increased cost of living may have driven some wives to look for jobs. But in numbers these have probably been more than counterbalanced by the women who have stopped working because of improved economic conditions. There can be no doubt that most American families are better off financially than in the 1930's. During the depression hundreds of thousands of women sought jobs because their husbands, brothers, and sons could no longer provide enough money for family needs. With the increased prosperity of the past year or two, many of these women have recently given up their jobs. Again we do not know the exact number who have stopped working; but from sample studies we do know that the number must run up into the tens of thousands. More appear to have stopped in the last year than in the early years of the recovery. This seems to have surprised many of our statisticians; but it is entirely logical. Most women did not rush to give up their jobs the minute their husbands obtained steady work. At first they were afraid to do so. They were not sure that good times were here to stay. And many families had debts to clear up. But after a few years, when it became clear that their families could swing things on their husbands' earnings, they began to drop out. It is probable that industry has lost many skilled workers in this way.

We can be certain, however, that the coming year will see an increase in the pressure on women to seek work. The cost of living has risen rapidly while wages are nearly stationary. Taxes are taking an increasing part of the average family's budget. More and more men are being taken into the Army and Navy, leaving wives and sisters to support themselves. And war work, offering equal pay for men and women, carries certain prestige. It may be that these economic advantages, coupled with patriotic appeals, will give us all the women workers we need. The Women's Bureau of the U. S. Department of Labor has estimated that 6 million women could be recruited for war industries and other essential services by the end of 1942.

DRAFTING WOMEN

There has, however, been a growing movement in recent months for conscripting women for war work. This movement has been led, for the most part, by women who have felt that they should have the same obligations as men to serve their country. The same objections which exist to raising an army solely from volunteers exist, they insist, to relying on women volunteers for war work. If we depend on volunteers, some women will make great and unnecessary sacrifices while others —more selfish—may refuse to accept any obligations. Only through registration, moreover, can we get a picture of the skills and background of America's women; and only through some system of selective service can we see that the necessary burdens of war are fairly distributed.

In England the conscription of women has become a reality. It has not, however, proved very drastic. What has happened is something like this. All women between sixteen and forty years of age are being registered. Registration is followed by personal interviews with women officers of the Ministry of Labour. Many women already employed have been directed to take jobs in munition factories or elsewhere where they are needed. Girls of twenty-one years of age have been called up for the Auxiliary Territorial Service to do various types of war work. Considerable use has also been made of women able to give only part of their day to work—although much more remains to be done in this direction.

It has been found in England—and would doubtless be found here—that children under school age prevent the employment of many young women who otherwise are well-qualified for work. Day nurseries and nursery schools would help solve this problem if they were available for the average working mother. England has been rather slow in providing such nurseries, and very little has yet been done in this direction in the United States. Preparations should be made now for nurseries in all war industries employing or capable of employing women. It should go without saying that the nurseries will have to be carefully supervised. To achieve this staffs must be trained. This takes time. In England the approved standard calls for a trained matron in each nursery. In addition, there must be one untrained helper for every five or six children. A woman with a large family of small children would not, in most cases, be helping by seeking work outside her home. She would do better to stay home and care for some of her neighbors' children together with her own.

Because of the difficulties involved in conscripting women for war work, it is probable that compulsion will not be applied unless other methods fail to provide enough women for the war effort. A registration of women is, however, not impracticable. Such a listing would be valuable to the employment services in enlisting voluntary workers and might provide useful information in determining future policy.

Use of Older Children

In recent years our young people have tended to stay in school longer than they previously did before looking for a job. This is a tendency that we want to encourage even in wartime, for a skilled, trained worker is frequently worth several untrained workers. We don't want boys and girls training to be doctors, engineers, nurses, or for other professional skills to leave school to fill unskilled jobs.

But while in school our boys and girls have a considerable amount of leisure time which might well be used in war work. Steps have already been taken in this direction. New Jersey has passed a bill which provides for the voluntary mobilization of boys and girls over fourteen years of age for farm work. New York has a law permitting children over fourteen to be released from school for work in planting or harvesting farm crops for a total of not more than six weeks a year. Similar legislation has been adopted in other states, and the federal government has made provision for registration of boys and girls for agricultural work. More children are already at work in factories and offices. The New York Department of Labor reports that twice as many work certificates were issued to children between twelve and seventeen years of age in 1941 as in the previous year.

It should be stressed, however, that the employment of young workers should involve full regard for the laws on child labor and school attendance and safeguards necessary to protect the health and well-being of the young workers. In a statement of national policy, the U. S. Department of Labor, in cooperation with several other government agencies, points out that in recruiting young people from school when a real need for agricultural workers has been found to exist:

> Youth sixteen years of age and older should be engaged before children aged fourteen and fifteen are called upon; the schools should make every effort to develop programs that will wisely dovetail school activities with agricultural work and will result in no curtailment of school terms.
>
> Children fourteen and fifteen years of age should not be released from school nor their school programs modified unless it is found that the need for farm labor is an essential one and cannot be met in any other practicable way; in such case adjustment in school attendance and programs should be arranged to interfere as little as possible with normal school opportunities and progress.
>
> School work and home duties should constitute the only work activities of children under fourteen years of age; and such children should not be employed in agriculture outside the home farm.
>
> When young workers are placed in agricultural work, provision should be made for safeguarding their health and welfare through reasonable hours of work; wages at not less than established prevailing rates; safe and suitable transportation where needed; and, for those living away from home to be near their work, provision of fully adequate housing accommodations, supervision, medical care, and leisure-time activities.

No national program has yet been worked out, however, for training students for war jobs, or for utilizing after-school hours, Saturdays, or holidays for part-time work. The problem is not unlike that of arranging for housewives to do part-time work in factories.

Increasing Hours of Labor

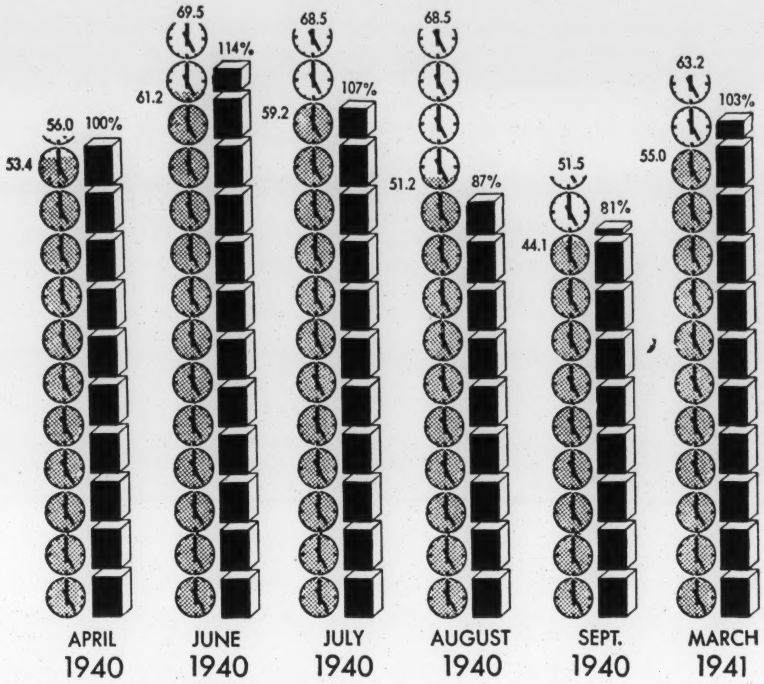
There is, of course, still another way of relieving the shortage of manpower. If all workers agreed to work longer hours, the war industries would not need so many new workers. To what extent the manpower situation can be relieved by this means is a matter of controversy to which no final answer can be given at this time. Already there has been a considerable lengthening of the work week in the defense and war industries. In 1939 the average work week in industry was about thirty-eight hours. By the early part of 1942 many of the leading war industries were maintaining a forty-eight-hour week, and in some vital industries, such as machine tools, men were working fifty-five hours. There has been less change in the working hours of civilian industries, however, and the average scheduled work week for manufacturing industries in January, 1942, was still only forty-three and a half hours.

Under most conditions a lengthening of working hours from forty to forty-eight a week, or even from forty-eight to fifty-five, will bring about an increase in production. There is, however, a limit beyond which production will not increase with a lengthening of working hours.

Experience has shown that output begins to fall off toward the end of a working day. Fatigue leads to an increase in the number of accidents and the amount of spoiled work. As hours are lengthened, more time is lost through sickness. Workers stay away from work in an effort to find relief from the constant strain.

Just how long, then, should the work week be if we are to have the greatest amount of production? Many studies have been made, but no general agreement has been reached applicable to wartime conditions in this country. We do have, however, the experience of Great Britain to go on. British hours of work were somewhat longer than those in this country before the war. When the war came the basic week was not increased. But at the time of Dunkirk, to meet the emergency created by the loss of war materials in France and Belgium, the government ordered all war industries to operate

WORKTIME AND OUTPUT IN ENGLAND



Each clock represents 5 working hours
(Shaded: 5 hours actually worked)
Each box represents 10 per cent of April, 1940, output

PICTOGRAPH CORPORATION, FOR PUBLIC AFFAIRS COMMITTEE, INC.

seven days a week. The length of the working day was also increased in some industries. The average work week increased from about fifty-six hours to about sixty-nine hours. Women generally worked the same hours as men. Some industries worked their employees up to seventy-seven hours a week.

Spurred by the urgency of the situation, output rose substantially during the critical month of June, 1940. By the end of a few weeks, however, it began to decline, and by the end of August it was considerably less than it had been in April before the *blitzkrieg* began. It was found that men simply could not stand the longer week. Sickness increased. Men and women began to stay away from work in large numbers. There was an appalling rise in the number of accidents and breakdowns. Consequently, though the work week had been increased, the workers were actually on the job for fewer hours than they had been under the old arrangements. And output declined even more than the number of hours worked. Later, after the Ministry of Labour had ordered a reduction in working hours, both production and the number of hours worked recovered their losses. The chart on page 27 shows quite clearly the unhappy results of the government's attempt to increase output by a drastic increase in hours.

Largely as a result of this experience, the Medical Research Council recommended, in February, 1942, that the weekly hours for men should not exceed sixty or sixty-five, and that women should not be permitted to work more than fifty-five or sixty hours a week. At least one day's rest in seven was strongly urged. The British work week now averages about fifty-five hours.

No such comprehensive study has been made in this country. It is generally held, however, that the speed of work in American factories is greater than in similar plants in England, and that American workers could not maintain their efficiency if the work week were as long here as in Britain. A recent study made by the Industrial Relations Section of the Department of Economics and Social Institutions of Princeton University, based on the experiences of 140 companies, finds that the peak of efficiency is reached in a six-day, forty-eight-hour week, although a sixty-hour week produced no ill effects in some industries. It adds that if a work week of more than forty-eight hours is necessary, the six-day week should still be maintained. For women, the report suggests that the forty-hour week is probably best.

As increased output is not desired, there would seem to be no reason for lengthening the work week in civilian industries at present. Further studies are clearly needed before final decisions are made regarding policy in the war industries.

THE WAR MANPOWER COMMISSION

ALL the discussion thus far points up to one thing—the need of reaching a decision in the near future on the broad outlines of our manpower policy. This is a matter which we dare not trust to chance. Our enemies have succeeded in mobilizing their entire population against us, and are increasingly utilizing the manpower resources of the conquered countries. Responsibility for deciding our manpower policies rests with the War Manpower Commission. It should immediately and realistically face the basic problem of balancing our military and naval needs against our industrial needs in light of our obligations as the arsenal of democracy.

Possible Lines of Attack

Some indication of the manner in which the War Manpower Commission may be expected to attack the problem of placing men and women where they are most needed has already been given. In a statement issued to the press on assuming his post as head of the new Commission, Mr. McNutt outlined the following as steps the Commission will have to consider. He declared:

1. We shall have to decide where our available labor supply is most urgently needed.

a. We shall have to make a careful determination of the manpower and woman power required by the armed forces, by war industry, by agriculture, by transportation, and by civilian production.

b. We shall have to obtain the necessary information concerning occupational skills possessed by each man and woman to make sure that all of us are serving where we are most urgently needed. This data is now being obtained from Selective Service registrants through an occupational questionnaire.

c. Arrangements will have to be made for supplying labor to various war industrial plants in accordance with the urgency of the need for the products each plant turns out.

2. In order to obtain the most effective use of our limited supply of skilled workers, we must make sure that:

a. Employers use their skilled workers only at jobs where such skills are required.

b. Skilled workers are hired through an orderly process guaranteeing that factories engaged in the most urgent war production receive first call on the available supply.

c. Manpower is allocated between the armed forces and industry in such a way as to provide for most effective utilization of men whose skills are essential to the war production.

3. In order to make full use of presently unemployed workers, we must make sure that:

a. War contracts are placed in areas in which there are now large numbers of unemployed and that further concentration of war production is avoided in areas of labor shortage.

b. Effective measures are enforced to insure full utilization of local labor.

4. In order to mobilize the full manpower and woman power of the country to meet the prospective needs of the war program, we must:

a. Utilize women in industries where they are best fitted to serve, and under proper working conditions.

b. Utilize on a full-time basis in war industry workers who are now partially employed.

c. Expand our program of industrial training as fully as possible.

d. Tap all available labor supplies, such as the millions of Negroes and loyal foreign-born workers not now in war production.

The key to this line of attack may be found in the idea of setting up a system of priorities for manufacturing plants and labor skills comparable to the ones that now exist for scarce raw materials. Once these priorities have been established, it should not be difficult to work out a system for transferring workers among employers in accordance with the needs of the war production program. This would not involve a labor draft as it is ordinarily thought of although it might be called a modified labor draft.

Essential Safeguards

Sidney Hillman has pointed out that even these moderate controls over the labor supply should be accompanied by regulations for protection of the workers. Among these he suggests that:

1. Steps should be taken to protect the seniority and other rights of the workers.
2. All transportation costs of workers asked to shift their jobs should be paid.

3. The War Production Board should direct all contracting agencies to see that the local labor supply, including women, Negroes, and other minority groups, is fully utilized.

4. War workers brought in from other localities should have first call on all war housing. This should be rented to war workers and there should not be pressure on the workers to buy government-financed housing. Where necessary, dormitories should be provided for workers who have left their families behind them. For emergency purposes, authority should be provided for requisitioning existing housing space for war workers.

5. To prevent delays in war production, action should be taken to stagger hours of employment in large industries, schools, and for shoppers so as to avoid overcrowding of our transportation facilities.

6. Steps should be taken to establish wage stabilization agreements wherever feasible.

Too much emphasis cannot be placed on the great importance of keeping in mind the day-to-day interests of America's men and women in formulating our manpower program. Many safeguards will be necessary to see that the burdens imposed by the program do not fall unfairly. This is important from the standpoint of health and efficiency. It is even more important for reasons of morale. The winning of the war depends on the enthusiastic support of the entire population. If labor is to be drafted by one means or another, the people must recognize that the step is taken because it is the fairest and most efficient method of distributing the burdens of the war. Experience with selective service shows that there are very few who are unwilling to do their duty, provided the duties are placed equally on the rich and poor. In England the demand for a labor draft came very largely from the common people, who knew that sacrifices must be made and who asked only that they be made by everyone. Organized labor was strongly behind the proposal. There is no reason to believe that the situation would differ here if labor were given an effective voice in making the decisions and the interests of the average American—man and woman—are kept constantly in mind. But before we have action, we must have plans. This is a challenge to the best thinking of America. When action comes, we must be ready!

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WOMEN'S BUREAU
U.S. Department of Labor
Washington

WOMAN LABOR SUPPLY STILL AVAILABLE WITHOUT CALLING ON THOSE WITH YOUNG CHILDREN

The demands of war industries do not yet require that women with young children to care for be urged to undertake regular full-time war jobs outside their homes.

Upwards of 9 million women can be made available, entirely outside the group with children under 16 years of age. However, a small proportion of the women now in the labor force (about one seventh) find it necessary to take paid jobs even though they have [illegible] children under 16.

The rough figure of 9,000,000 women would include:

About 1,000,000 unemployed women.
Approximately 7,700,000 women not ordinarily in the labor force but without children under 16. [1]
Perhaps 1,000,000 women from the two groups following:
    Some of those now classed "unable to work" (handicapped)
    Young women who will withdraw from school.

The first group to be placed should be the unemployed, many of whom have lost jobs because of conversion of industry to war products, and still are not placed. Moreover, recent figures indicate declines in employment even in some war-industry plants, due no doubt to delays in obtaining materials.

If an additional supply of woman labor is to be effectively secured and used, it is important for employers to make further adjustments to the needs of the workers (in addition to the usual patriotic appeals to them). Necessary inducements to bring into the labor force the required numbers of these women will include: More adequate wage scales for women as compared to men; further adaption of some of the jobs in the plant; effective training programs; provision for better plant sanitation; in some cases more convenient arrangement of working hours; and plants to utilize more of the handicapped workers.

Of the women not in the labor market who have children, about 1,200,000 with no children under 10 have one or two children between 10 and 16. Children of these ages, as well as those younger, may become additions to the juvenile delinquency problem.

---

[1] The estimate of 7,700,000 available women is based on the assumption that the following proportions of women with no children under 16 could be expected to go into the labor force:
75 percent of the 1,900,000 single women - 1,425,000
50 percent of the 10,700,000 married women - 5,350,000
25 percent of the 3,700,000 widowed, etc. - 925,000
(Larger proportions of these than of the single and married are aged 45 years or older.)

/

WOMEN'S BUREAU
U.S. Department of Labor
Washington

WOMEN NEWLY AVAILABLE FOR LABOR FORCE

Women Newly Available for the Labor Force . . . . Over 9,000,000
(Without calling on those with children under 16)

This includes:

Unemployed 1/ 1,000,000

Now at home, able to work, and with no children under 16 . . . . 2/ 7,700,000

Single 1,400,000
Married 5,400,000
Widowed, etc.. . . 900,000

Some additions (that could be made with inducements) from the group classed as "unable to work" (handicapped), and girls withdrawing from school. . . 1,000,000

WORK STATUS OF WOMEN IN THE ENTIRE POPULATION

Women in the labor force. 14,900,000
Unemployed - 1,000,000

Women not in the labor force 36,800,000
(Includes those at home, in institutions, at school, unable to work.)

At home and able 29,800,000

With children under 10 10,000,000
With children 10 - 16 3,400,000
With no children under 16 . . 16,300,000

Single 1,900,000
Married . . . 10,700,000
Widowed, etc. 3,700,000

1/ These women need work, even though some may have children under 16; in the present labor force a small proportion (about one seventh) have children under 16; over half these have children under 10.

2/ The 7,700,000 figure is arrived at as follows:

75 percent of 1,900,000 single women	=	1,425,000
50 percent of 10,700,000 married women	=	5,350,000
25 percent of 3,700,000 widowed, etc. (larger proportions of these than of married or single are aged 45 years or older.)	=	925,000
Total		7,700,000

Pidgeon - Sept. 3, 1942

WOMEN'S BUREAU
U.S. Department of Labor
Washington

WOMEN NEWLY AVAILABLE FOR LABOR FORCE

Women Newly Available for Labor Force . . . . Over 9 million

	Millions of women	Millions of women
This includes		
Unemployed 1/		1.0
Now at home, able to work, and with no children under 16		2/ 7.7
Single	1.4	
Married	5.4	
Widowed, etc.	.9	
Some additions (that could be made with inducements) from the group classed as "unable to work" (handicapped) and girls withdrawing from school		1.0
Total		9.0

WORK STATUS OF WOMEN IN THE ENTIRE POPULATION

	Millions of women
Women in the labor force	14.9
Unemployed - 1 million	
Women not in the labor force	36.8
(Includes those at home, institutions, at school, unable to work)	

At home and able . . . . 29.8 million

	Millions of women
With children under 10	10.1
With children 10 - 16	3.4
With no children under 16	16.3

	Millions of women
Single	1.9
Married	10.7
Widowed, etc.	3.7

1/ These women need work, even though some may have children under 16; in the present labor force, a small proportion (about one-seventh) have children under 16; about half these have children under 10.

2/ The figure 7.7 million is arrived at as follows:

	Millions of women
75 percent of 1.9 million single women -	1.4
50 percent of 10.7 million married women -	5.4
25 percent of 3.7 million women widowed, etc. -	0.9
(Larger proportions of this group than of the single and married are aged 45 years or older.) Total	7.7

WOMEN'S BUREAU
U.S.Department of Labor
Washington

WOMEN NEWLY AVAILABLE FOR LABOR FORCE

Women Newly Available for Labor Force . . . . Over 9 million

This includes	Millions of women	Millions of women
Unemployed 1/		1.0
Now at home, able to work, and with no children under 16		2/ 7.7
Single	1.4	
Married	5.4	
Widowed, etc.	.9	
Some additions (that could be made with inducements) from the group classed as "unable to work" (handicapped) and girls withdrawing from school		1.0
Total		9.0

WORK STATUS OF WOMEN IN THE ENTIRE POPULATION

	Millions of women
Women in the labor force	14.9
Unemployed - 1 million	
Women not in the labor force	36.8
(Includes those at home, institutions, at school, unable to work)	

At home and able . . . . 29.8 million

	Millions of women
With children under 10	10.1
With children 10 - 16	3.4
With no children under 16	16.3

	Millions of women
Single	1.9
Married	10.7
Widowed, etc.	3.7

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25 percent of 3.7 million women widowed, etc. -	0.9
(Larger proportions of this group than of the single and married are aged 45 years or older.)	**Total** 7.7

DISTRIBUTION OF MANPOWER.

Men: Group.	No. (Millions)
Under 14 and over 65	21.0
Unavailable because of disability or youth	3.0
Earmarked for Army	10.0
Employed by governmental agencies, Federal, State, Local	3.3
Remaining for farm, essential civilian + war industries	28.7
Total males, all ages	66.0
Needed in 1943, for farm essential civilian and war industries	50.0
Available manpower	28.7
Deficit - if no women were employed.	21.3

(New women workers will comes from women under 45 without young children, & women over 45: No.- 14 mil.)

Women: Group.	No. (Millions)
Under 14 and over 65	21.5
Already employed	13.5
Urban housewives under 45 without young children	4.5
Urban housewives over 45	9.5
Urban women with children under 16 years of age	9.0
Farm women and others	6.5
Total females, all ages	65.5.

(Deficit in men workers is made up partially already by the 13,500,000 women already working. Another 5,000 000 women will leave to go to work to make up the rest, along with nearly 3,000 000 men formerly Classified as unavailable or overage).

MANPOWER IN GOVERNMENT.

	Total	Men	Women
Federal employees	2.5	1.9	.6
State and local employees including teachers	3.2	1.4	1.8
Total government employees	5.7	$\overset{3}{2}$.3	2.4

IF WE HAVE ARMED FORCES OF	THEN WE NEED WAR WORKERS -	TOTAL
10,000 000	20,000,000	30,000,000
13,000 000	26,000 000	39,000,000

Source: Washington Times-Herald, September 27, 1942, Quoting House Committee on Defense Migration.

only copy M. V. 18

WASHINGTON D. C.

The NAVY DEPT. (1-17-42) offered positions in the Washington Navy Yard to women with scientific or engineering education, or with mechanical aptitude.
- Washington Star, Jan.18,1942 -

CALIFORNIA

Vallejo, Calif. - The Mare Island Navy Yard commandant said today examinations to establish a list of women workers would be held soon in California, Nevada and Arizona.
Women would be hired from this list to fill vacancies in the "mechanic learner" class
-Times, Kansas City, Mo. Feb. 28, 1942 -

PHILADELPHIA, PA.

Shipyards Opposed to Women Replacing Men on Heavy Jobs. Representative of Cramp's and the Sun Shipbuilding and Dry Dock Co. so expressed their views.
- Inquirer, Philadelphia, Pa. Mar. 22, 1942 -

OREGON

Women Finish Torch Course. 10 Women welders completed their 175 - hour course in welding and were invited to report for work at Oregon Shipbuilding Corp., pending further tests at the shipyard.
- Oregonian, Portland, Oregon. May 21. 1942-

CALIFORNIA

Labor Unions Open, Membership to Women Who Do Men's Work. Santa Clara Valley employers must prepare to train women for jobs now held by men who can fill positions in defense industries. The union officials agreed to accept women into membership wherever women can replace men.
- Mercury - Herald, San Jose, Calif. May 30,'42

CHESTER, PA.

Sun Shipbuilding Row Certified to WLB. Secretary of Labor Perkins yesterday certified to the WLB a dispute between the Sun Shipbuilding and Drydock Co., Chester, Pa., and the CIO Industrial Union of Marine and Shipbuilding Workers.
- Star - Ledger, Newark, N. J. July 8, 1942 -

TEXAS

Ship Drafting Open to Women. A ship drafting Course is being organized under the sponsorship of the U. S. department of education, administered in this area by the University of Texas and assisted by the Houston Chamber of Commerce
- Post, Houston, Texas. July 12, 1942 -

CALIFORNIA

Woman Welder. Employed by the Marin Shipbuilding division of the W. A. Bechtol co.
- Star Free Press, Ventura, Calif, July 21, 1942 -

CALIFORNIA

Shipbuilding Movies to be Shown Here Thursday. Part of a statewide drive to train more than 100,000 shipyard workers - especially welders - for war industries, the motion pictures are being shown throughout California, this month. Men and Women 17 Years old and over needed to train as a welder in Ventura junior college and Moorpark high school. Sausalito shipyard is anxious to consider every trainee from Ventura.
- Star Free Press, Ventura, Calif. July 21, 1942 -

FLORIDA

First Woman Welder takes Over Job at Shipyard. Tampa Shipbuilding Company. She also crashed the membership role of the ultra - conservative local No 432 of the Boilermakers' Union.
- Tribune, Tampa, Fla. July 28, 1942 -

WASHINGTON

4 Mothers in Shipyard Work; Others Needed. Machine shop of Seattle shipyard.
Times, Seattle, Wash. July 30, 1942 -

CALIFORNIA

Marinship's Schools Will Train You for a War Job. About one-tenth of the enrollment is women. - Story by Geo. Challis -
- News, San Francisco, Calif. July 28, 1942 -

WASHINGTON

Seattle shipyard precident was shattered today: (July 30) 4 women took the place of men in the machine shop of the Seattle-Tacoma Shipbuilding Corp. In the first world war there were no women employed in these shipyards.
- Journal, Lansing, Mich. July 30,1942 -
- Democrat, Davenport, Iowa. July 30.1942 -

NEW JERSEY

Barber Asphalt to Use Large Shipbuilding Force. T. Rieber, President of the company, in a letter to employees said 3,000 men and women would be employed. The company has New Jersey waterfront property which marine engineers said was readily CONVERTIBLE to ship construction. A contracto was entered into with the U. S. Navy for 100 special -type vessels. The New Jersey Shipbuilding Corp. was subsequently formed. - Herald Tribune, New York City, Aug. 1, 1942 -

WASHINGTON

Seek 100,000 Seattle Women for War Work. Seattle began mobilizing its womanpower today, Aug. 4, to fill 100,000 war jobs in a hurry in shipyard and aircraft factories. Every woman capable of doing any sort of work was asked to register during the next three days. No more workers can be brought in from the outside because of the lack of housing for them. Mothers who would have to get domestic help to look after their children were requested not to sign up.
- News-tribune, Tacoma, Wash., Aug. 4, 1942 -
- Tribune, Tulsa, Okla., Aug. 4, 1942 -
see also - Post Intelligencer,Seattle, Wash., Aug. 4, 1942 -

COLORADO & CALIFORNIA

Carrs to Launch Ship Built in Denver. The good ship, H.M.S. Bentinick, built by steel shop in Denver, 1,800 miles from the ocean, will be launched at Mare Island Navy Yard in California, Aug. 22
-News, Denver, Colo., Aug. 9, 1942 -

CALIFORNIA

Women Active in Aircraft Industries. In the shipyards, the aircraft industries and the war factories and plants in California, girls in denim and slacks are taking over men's jobs rapidly. Larger all-out employment will be in aircraft industries. Women to be hired in shipyards will be "primarily in the welding and flame cutting operations, machine tool operating, shipfitting, patternmaking, or other jobs " which do not call for a maximum of strength.
- Daily News, Los Angeles, Calif., Aug.10,'42-

CALIFORNIA

Training Thousands of Workers, Shipyard Spends a Fortune on School. Bay Area's newest shipyard, the Bechtel Marineship Company in Sausalito. (See story by Fred Duerr)
- Chronicle, San Francisco, Calif., Aug. 10,1942 -

Oregon

Women Weld Ships in "Man's Industry". Kaiser Yards in Portland, Oregon, also has many in Warehouses and helping electricians. Today, Aug. 19, was hot as Army & Navy censorship permits admitting. In the yards of the Kaiser-operated Oregon Shipbuilding Corp., Evelyn Dishman, 17, doffed long leather gloves & Helmeted welding hat. She kept on her leather jacket under which she wore a blue sweater, & said she was not warm in s spite of the jacket. "I wear it because I don't want to get burned up". 2 Minutes before, acetylene torch in hand, she had been welding part of the double bottom of a future Liberty ship. "Its'easy," She said. Now there are 270 women welders, 51 in warehouses & 26 electricians' helpers in the yards. 30percent of the positions can be held down by women is the opinion of the personnel director. Women are being employed as fast as they are trained. No age restrictions but prefer ages of 25 to 45. Electricians now at work weigh as little as 100 & as much as 200 pounds. At present women are not accepted in the boilermaker's union, but work on special permit. (Story by Lucy Greenbaum)
- New York Times, Aug. 20, 1942 -

OREGON

Women Welders on Coast Make $62.40 a Week. Kaiser wants more & more girls like Susie (see Evelyn Dishman in paragraph above), who are willing to dirty their hands for a starting wage of $62.40 a week. - Record, Meridian, Conn. Aug.20,1942-

see also - Herald-Advertiser, Huntington, W.Va. 8/20/42
- Journal, Milwaukee, Wis., Aug. 20, 1942 -
- Bulletin, Philadelphia, Pa., Aug.20,1942 -
- News, Buffalo, N. Y., Aug. 20, 1942 -
- Christian Sience Monitor, Boston, Mass. 8/20/42

CALIFORNIA

THE AFL shipfitters & CIO machinists union at Moore are firmly anti-feminine in attitude. They will not permit a woman to work at their trades in the Moore yards. The AFL Boilermakers Union Local 39 of the Moore Drydock Co. favor issuing union cards to women by a vote of 120 to 60. It will take 3 months or more before the Nation wide vote of the National Brotherhood of Boilermakers is in, Said Ed Ryan, business agent of the MooreLocal. -News, Charlotte, N.C., Aug. 21, 1942 -

CALIFORNIA

The Moore Drydock company is losing its own office help to higher paid jobs in ship construction. There are 21 union crafts represented in the building of new ships, overhauling old ones, and conversion of merchant vessels into navy auxilliary craft. All except two at the Moore drydock Co. have given their ready consent to women workers. The AFL & CIO still hold out against women. There is a State law in California which forbids the use of women on any job that requires the lifting of 25 pounds or more. This cuts out many of the Shipyards jobs.

- Post-Enquirer, Oakland, Calif., Aug.21,1942 -

CALIFORNIA

Woman Buys Steel for Shipyard. Mrs. Pearl E. Lane buys all the steel for the Moore yards - She is probably the only woman in the country holding such a job.

-Christian Science Monitor, Boston, Mass. 8/21/42

CALIFORNIA

L.A.Shipyards May Call Women for 'Heavy' Jobs. Joseph Wadsworth, industrial relations manager of the California Ship Corporation, said that if draft officials call up married men women probably will be called to fill welding jobs and otherskilled heavy.jobs. Sometime ago the company completely staffed its messenger service with women to replace boys used on those jobs.

-Examiner, Los Angeles, Calif., Aug.23,1942 -

CALIFORNIA

Half of Kaiser Yard Welders are Women. Aug. 28. -More than half of the welders now reporting for work at Henry J. Kaiser's Oregon Shipbuilding Corporation's St. Johns plant are women, it is announced by the nation's No.1 shipyard.

- Daily worker, N.Y.C., NY, Aug. 29,1942 -

CALIFORNIA

Marinship Accepts a Challenge.

Sept. 29. - Today the Marin shipbuilding division of Bechtel is completing its fifth month of operations. In the weeks which followed the start of construction operations March 28, the hill and mudflats have been transformed. In their place is one of Bay Area's greatest wartime Industries. Homes for workers rushed to completion. 5 new ships are under construction. By December 12,000 persons will be employed. Hundreds will be women, for there are many women at work there as welders and burners.

- San Francisco Chronicle, Sept. 29, 1942 -

NEW YORK

Mrs. Elinor Morehouse Herrick Quits N.L.R.B.(Sept. 15) for 'Tough' Job with Shipyard. To direct labor policy among 110, 000 Todd workers, introducing women as shipbuilders to replace men called to Colors.

- Herald Tribune, NYC,NY, Aug. 30, 1942 -

CALIFORNIA

Picture (Mrs. Mary Carroll) Shipyard welder. Kaiser plant, Portland, Oregon. Times, Baton Rouge, La. 9/1/1942

CALIFORNIA

First woman (Miss Mona Welch) to be employed at Richmond yard #3. Machinist's helper - same day Tadema Lorey signed as tool checker at plate shop, yard # 3

- Post Enquirer, Oakland, Calif. - 9/1/42

CALIFORNIA

Before June 1943 Richmond War Industries, principally the Shipyards, will be employing 102,000 men (estimated) at least 75,000 men will be in shipyards - where workmen will come from is a problem. - Post Enquirer, Oakland, Calif, 9/1/42

BALTIMORE, MD.

Women and Ship. John Green, National president of the Industrial Union of Marine and Shipbuilding Workers, declared "women are undoubtedly going to supply a lot of labor required in the shipyards." Thus far women have not yet responded in numbers sufficient to meet the demands for their services in industries that already exist.

- Evening Sun, Baltimore, Md. 9/8/1942

CALIFORNIA

Women Ship Workers Protest Union Ban. - Glendale Calif. - Engineering classes of Curtis Wright Technical Institute are to be opened to women Sept. 14 due to man-power shortages and demands for aircraft engineers. - San Francisco 22 Women shipyard workers, refused clearance by the AFL Boilermakers' and Welders Union for work at the Sausalito yards of marinship. The women, mostly welders, were told, by the union's business agent, that a nation-wide referendum was being conducted on the question of admitting women welders into the union, and that results were awaited. - Evening Sun, Baltimore, Md. 9/9/42 -

BALTIMORE, MD.

"Women are undoubtedly going to supply a lot of labor required in the shipyards" predicted John Green at Labor Day ceremonies at the Bethlehem-Fairfield Shipyards -

- Sun, Baltimore, Md. 9/8/42 -

OREGON

At the Kaiser shipyards in Portland, women are welding up vertical ship seams on the new Victory cargo ships and working as warehousers and day laborers, sweeping and cleaning up the ant-hill-busy yards where the trim little cargo ships are being turned out on the production-line method -

- Everyday Magazine - St.Louis Dispatch, 9/6/42 only copy

California
WOMEN PROTEST UNION ACTION

SanFrancisco. Sept. 9, (AP) Twenty-two women shipyard workers, refused clearance by the A. F. lf L. Boilermakers' and Welders' Union for work at the Sausalito yards of Marinship, gathered angrily in front of union headquarters yesterday protesting the union's stand.

A spokesman for Marinship said the union has refused clearance to women for about ten days, ever since two women workers were discharged for what the union described as "conduct unbecoming lady welders." The ban applied only to shipyards on the west side of San Francisco Bay. Many women are employed at the Richmond and Moore yards in the East Bay

Herald Tribune, N Y C, N Y Sept. 10, 1942

CALIFORNIA

~~WOMEN~~ BAY AREA AND ITS WAR WORKERS. Admiral W. L. Fridell of Mare Island Navy Yard, gave high praise to women employed at that important center. "Mare Island expects to continue to hire increasing numbers of women in many important and well-paid jobs."
Two of the Bay Region's major shipyard - Western Pipe and Steel and Bethlehem - have not yet begun to hire women because of lack of facilities. But a third, of the Moore Drydock Co., Has a small number of feminine welders, burners and sheet metal workers. A fourth shipbuilding firm, the W. A. Bechtel Co., also reported that women were employed only in small numbers but that their work was good. "The work of the limited number of women now employed in Marinship yard activities has proved entirely satisfactory" Said manager of production, Marinship division.

-Chronicle, San Francisco, Calif. Aug.20, 1942

OREGON

Kaiser Yard Putting Out Ship in Miracle Time of 27 Days. Men and women work side by side to build fleet of liberty ships.

- Times Herald, Washington, D C Aug. 21, 1942 -

OREGON

At Oregon Shipbuilding Corp., more than 300 women literally wear the parts and plug away at manual labor on the emergency cargo ship of Henry J. Kaiser.

Kaiser employs 200 more women at his Vancouver and Swan Island Yard on naval craft and tankers.

Men and women get equal pay, $1.20 an hour for journeymen welders, 86 cents an hour for helpers. The average pay check for the plant is $55. women are keeping up that average.

- Post Dispatch, St Louis, Mo. Aug. 23, 1942 -

CALIFORNIA

U. S. Okehs Shipyard Women. Women (Photograph) seeking employment as welders and burners in Bay Region shipyards receive assurance the Government upholds them in their dispute with unious from Wm. Hopkins, regional director of the War Manpower Commission. "We're proud of you Mr. Hopkins told the women" and I can definitely assure you that as far as jobs are concerned, you don't have to worry"

- News, San Francisco, Calif. Sept. 9, 1942

MISSISSIPPI

Ingals Employs First Shipyard Women Welders. 5 Mississippi Coast women have been employed as electric welders by Ingalls Shipbuilding Corp., and will report for work Monday at the Pascagoula shipyards. The women will begin approximately at $175. a month. This was the same scale paid men beginners.

- Herald, Biloxi, Miss. Sept. 11, 1942

WASHINGTON, D C

Women going into war industry not only have to overcome the hesitancy of some employers to give them jobs, but also of some traditionally mens - only unions to grant them membership cards.

This latter hurdle was brought to the fore today after refusal of the AFL Boilermakers and Welders' Union to grant clearance to women shipyard workers at the Sausalito yards of Marinship of the west side of San Francisco Bay.

The union assented that the yards lacked adequate facilities for them. Miss Christman who is on leave as secretary-treasurer of the National Women's Trade Union league, predicted however the boilermakers "would soften up" "Men workers and unions realize that their is a production job to do, and they are going to see that it gets done. If there aren't enough men workers then the women will come in."

- Standard - Examiner, Ogden, Utah - Sept. 11, 1942 -

CALIFORNIA

California Shipbuilding Corp. on Terminal Island, second largest shipyard in the nation, is not at present in need of female workers, officials said to day. Many women are employed there in clerical posts. There are no feminine welders etc. Meanwhile representatives of shipyards were working with Captain Edward Macauley, west coast members of the United States Maritime Commission, in a move to permit draft deferment for workers in skilled and key positions.

Union leaders were unanimous in voicing their objection to placing women in shipyards jobs at this time.

- Press Telegram, Long Beach, Calif. Sept. 11, 1942 -

CALIFORNIA

Employment of women in Metropolitan shipyards continued today de despite refusal of the AFL Boilermakers Union to admit them to membership.

- Post-Enquirer, Oakland, Calif. Sept. 11, 1942 -

KANSAS

Women, it developed today, will be admitted to membership in the AFL Brotherhood of Boilermakers and Shipbuilders. Union president said the executive action was taken because of the urgent need for workers in the huge shipbuilding program.

- Star, Washington, D C Sept. 11, 1942

ALABAMA

WELDERS ASKED FOR SHIPYARDS; Hundreds Needed, Both Men and Women, Job Service Says, Montgomery, Ala. Sept. 10 - Hundreds of welders and welder trainees- men and women - may now find jobs in Alabama shipyards.

C. F. Anderson director for Alabama of the United States Employment Service, Thursday broadcast an appeal to all persons who have had as much as 100 hours of welding training and can do vertical and downhand welding to contact the nearest office of the United States Employment Service. The order for the workers not only went to all employment offices in Alabama but through clearance to all employment offices in six Southeastern states.

Women between the ages of 18 and 35 and men between 18 and 45 will be acceptable provided they meet other specifications. Each person accepted must be an American citizen, must pass a physical examination and must not be in 1-A and 4-F draft classifications. Each must possess a helmet, goggles, gloves and shield.

The starting wage in the shipyard will be a minimum of 75 cents an hour for 40 hours a week with time and one-half for all hours above 40. Promotions will be made as fast as employes show their efficiency. Many persons who had no shipyard training until a few months ago have been promoted and now make more than $1 an hour.

Anderson said scores of Alabama residents who have completed 100 hours in welding courses may now qualify for the shipyard jobs as a result of the relaxation in requirements.

- Age-Herald, Birmingham, Ala. Sept. 11, 1942 -

CALIFORNIA

SanJose. WOMEN NEEDED AS WELDERS IN SHIPYARDS, Trouble With Unions Denied By School Principal Here. Women Welders not only are being hired but are in great demand at all bay area shipyards except one, Ambrose Nichols, principal of San Jose Technical high school, where welding is taught, announced last night.

Nichols denied current reports that bay area shipyards were not hiring women welders because the unions refused to clear them.

"Women welders were out at two yards for a few days because the unions would not clear them, but that all has been straightened out and every shipyard in the bay area except one wants women welders," he said. LACK FACILITIES.

"That one is Western Pipe and Steel company in South San Francisco and officials of that company say they'll start hiring women welders just as soon as they have facilities for women employes."

Nichols just has returned from a trip to southern California where 90 percent of the trainees for jobs in the airplane factories and shipyards are women, hesays.

"Many airplane factories and shipyards in the south are hiring only men who are over draft age and women.

"The southern factory officials tell me women do better work than men. The women are more exact, more careful, more systematic.

- Mercury-Herald, San Jose, Calif. Sept. 12, 1942 -

CALIFORNIA

San Francisco. WOMEN WELDERS RETURN TO JOBS AS UNION MARIN SHIP* YARD REACH ACCORD. Women welders return to work in the Sausalito shipyards yesterday, carrying promises from all sides that there will be no further discrimination.

Ed Rainbow, business agent of Local 6 of the boilermakers here, announced that the union began clearing women burners and helpers when the union offices opened yesterday morning.

"We are simply giving them clearance to go to work," Rainbow said. "We are not giving work permits because this union believes work permits open the way to abuses of the right to work.

"The women pay no fees. It costs them nothing to work. It won't cost them anything until we get confirmation from the international that they are to be permitted union membership. Then if they are accepted to membership they will be dues-paying members like all the rest of us."

Rainbow said the final obstacle to the renewed employment of women at Marinship was removed when he and a company offocial reached an agreement on facilities that would be provided for the women.

Neither the Bethlehem Steel Company nor the Western Pipe and Steel Company, the other two major shipyards on this side of the Bay, is employing women. Neither has facilities for women. Rainbow said.

He said Western Pipe and Steel officials have expressed the view that they must employ women soon, but Bethlehem officials have given no indication of their views.

- Examiner, SanFrancisco, Calif. Sept. 13, 1942

NEW YORK

Brooklyn Navy Yard Lifts 141 - Year Ban on Women. Women are being hired as apprentice mechanics to take over the jobs of men leaving the mechanical shop 125 women have started to work in the shipfitters, paint, ordinance-machine and optical shops. 600 to be needed by end of year.

- Star, Wahhington, D C Sept. 14, 1942 -

MARYLAND

More Control Asked in Use of Man Power Local Shipyard Executive Cites Army drain on industrial front. Says WMPB, should be empowered to allocate personnel. (J.M.Willis vice-president and general manager of Bethlehem-Fairfield Shipyards)

- Sun, Baltimore, Md., Sept. 14, 1942 -

CALIFORNIA

Henry J. Kaiser moved into the New York labor market to recruit 20,000 shipyard workers - Those hired yesterday will be shipped to the Pacific Coast with the least possible delay. 600 will leave Friday or Saturday, the others early next week. Each must pay $75. for transportation - Beginning today however the USES will take over hiring. Announcement of this plan was made last night by Mrs. Anna M. Rosenberg, regional director of the War Manpower Commossion.

- N. Y. Times, New York City, N Y Sept. 23, 1942 -

CONNECTICUT

ELECTRIC BOAT TO HIRE WOMEN, Groton, Sept.17 - (AP) For the first time in the 48 years of the Electric Boat company-the nation's LARGEST builder of submarines- women are to be put to work in actual construction jobs vital to the war effort.

O. Pomeroy Robinson, general manager

- POST, Bridgeport, Conn. Sept. 17, 1942

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OREGON

Two Portland women, trained welders, went to work at Oregon Shipbuilding Corp. last week, where they will help to build Liberty ships. The two women had completed a six weeks course in electric welding. -Christian Science Monitor, May 8, 1942 -

MAINE

35 Portland women took physical examinations to day for places in the ToddpBath Shipbuilding Corporation's welding and burning School. - Manager of U S Employment Service Office here said shipbuilding company officials had assured him that all women accepted for training at the school would be employed after learning the trades.

- March 13 (AP) - see also TIMES, NYC, Mar 14, 1942 -

CALIFORNIA

Mare Island Navy Yard (Solano Co.) March 7, 1942 Martin Aden, recorder of the Mare Island Labor Board, has sent out an appeal to women in Vallejo and other cities of the north bay area to volunteer for jobs at the Mare Island.

In a letter sent with every check mailed to workers by the Navy Yard this week. Aden called for women to offer their services for positions as mechanic-learners at the navy yard.

- Bee, Sacramento, Calif ? -

WASHINGTON

E. V. Lorenz Urges Men Employed in Lewiston to stick to Jobs; Kaiser Shipyard at 40 per cent capacity.

The company needs workers, but I'd advise all men who are employed here to stay in Lewiston, especially those in plants vital to the war effort

He explained that there is an acute housing problem in Vancouver, which is just across the Columbia river from Portland.

Many women are now being employed in the shipyards and they are handling the men's jobs efficiently.

- Tribune, Lewiston, Idaho Sept. 17, 1942 -

CALIFORNIA

WOMEN WELDERS RETURN TO YARDS, San Francisco, Sept. 14,- Women welders returned to work in the Sausalito shipyards yesterday, carrying promises from all sides that there will be no further discrimination.

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"We are simply givint them a chance to go to work" Rainbow said,

Calif. cont.
"We are not giving work permits because this union believes work permits open the way to abuses of the right to work.

- Bee. Sacramento Calif. Sept. 14, 1942 -

ALABAMA

1,000 women are needed in Mobile as welders, welding checkers, burners and in other jobs in shipbuilding. A number of women are now at work as welders at the Alabama Dry Dock and Shipbuilding Co., one woman even doing overhead welding.

- Mobile Press,- Register, Sept. 13, 1942

CALIFORNIA

NEW ROW BREAKS ON WOMEN WELDERS, A differente in interpretation of qualifications for women welders and burners caused another rift yesterday in relations between the Marinship yards and Boilermakers and Welders' Union, Local 6, of San Francisco.

The company refused to hire five women although the union was prepared to clear them for employment, Ed Rainbow, union business agent, charged. The women had been trained in schools other than that conducted by Marinship, but were qualified for work as journeymen, Rainbow said.

- Examiner, San Francisco, Calif. Sept. 15, 1942

CALIFORNIA

Jobs for women welders in Metropolitan Oakland shipyards became permanent today as the AFL Boilermakers International Union agreed to sanction women as helpers, apprentices and journeymen.

- Post Enquirer, Oakland,Calif. Sept. 16, 1942 -

CIO SHIPYARD UNION HEAD SAYS TIE-UPS DEEMED AID TO FOE, Workers told by Green "Pre-War Unionism is Barred Now." John Green declared that the Union's officials had adopted as policy that "any delay or stoppage in production can be considered direct aid to the enemy! and asserted that despite publicity received by West Coast yards for construction East Coast yards are operating at higher levels of man-power efficiency. (It was recalled here yesterday that over 10,000 workers at Alabama Dry Dock and Shipbuilding Co. stopped work last week over a 5¢ ferry toll controversy.)

- Journal of Commerce, NYC, NY Sept. 23, 1942 -

NEW JERSEY

Women for N J Shipyards. Will do skilled Labor. This was predicted last night by N. J. Shipbuilders.

- Star-Ledger, Newark, N J Sept. 24, 1942

CALIFORNIA
WASHINGTON--D-C

KAISER DISCOVERS TOO MANY WORKERS IN NEW YORK DREVE, by United Press, New York, Sept. 25- Recruiting for jobs in Henry J. Kaiser's West Coast shipyards reached such a pace today at the U. S. Employment Service that Mrs. Anna Rosenberg, War Manpower Commossopm regional director, halted hiring for a week at least.

More than 1000 men yesterday stormed the offices where 7500 applications have been received for 20,000 jobs announced open in Kaiser's shipyards. Ther first contingent of 600 was expected to entrain for Portland, Oregon tomorrow.

Michael Miller, Manager of Kaiser's Vancouver, Wash. Yard, said the request for delay in hiring came from Kaiser.

"It takes time to adjust each man to conditions in Portland," Miller said, "When a man comes to work, he has to be quartered, get a working permit, make arrangements for meals, be examined and tested for what he can do. Then we assign him. All this takes time."

- NEWS, Washington, D C Sept. 25, 1942 -

CALIFORNIA

Unions Again Okeh Women. "We have advised Ed Rainbow that women helpers be admitted to membership in our brotherhood in order to meet the emergency confronting us. Also that, in our opinion, this should include other classifications such as shipfitters." (Robert Diggs, Administrative manager of Marinship, where the trouble of women welders is centered, received the above wire from J A Franklin, international president.)

- NEWS, San Francisco, Calif. Sept. 15, 1942 -

CALIFORNIA

Kaiser Will Hire 50,000 in the East. Henry J Kaiser yesterday began recruiting a huge corps of men and women in Eastern cities to build ships and cargo planes on the West Coast. Approximately 1200 were hired after the first day's interviews. The only women hered were welders. "But we may be back in N Y later for 50,000 women for all lines" Murphy said.

- Chronicle, San Francisco, Calif. Sept. 23, 1942 -

WASHINGTON

Women Welders Will Work Here. 9 admitted to Union instructed to report for duty at yards.

The feminine welders range in age from 18 to 24. All but 2 are married and several of them have children. They will go to work on the same basis as men, those who are able to qualify as journeymen receiving $1.20 an hour on the day shift, with a 10 per cent increase if they go on the swing shift and a 15 per cent increase on the graveyard shift. They also paid to the union the same initiation fee as men - $40. apiece.

At the shipyard it was announced that they will be put"on the slab" and will not be put inside ships for the present at least.

- Post Intelligencer, Seattle, Wash. Sept. 26, 1942 -

MASSACHUSETTS

Over 600 for BIW Jobs in Mass. Interview. Hire 110 for shipyard jobs on the Spot - Two thirds of applicants women. The women were informed that as soon as the present available supply of women workers in Bath and vicinity was utilized, women from Augusta and vicinity would be called in, probably within 2 or 3 weeks.

-Kennebec Journal, Augusta, Me. Sept. 28, 1942 -

UNITED STATES

Shipyards to Need 150,000 Women Workers in '43, Toronto -(AP) Shipyards of the United States will need at least 150,000 women workers in the coming year, Paul R. Porter, chairman of the shipbuilding stabilization committee, told American Federation of Labor metal trades department convention Tuesday.

They will be paid on the principle of "equal pay for equal work," quality and quantity of work considered, he said which means that their weekly take-home earnings will average between $45 and $60 and will reach $70 in some cases.

He estimated that 2,000 to 3,000 women now are working "Quite successfully" in the Kaiser yards on the Pacific coast and in the Todd and Federal yards on the east coast, mostly at welding and light machine work.

The Federal Shipbuilding corporation at Kearny, N J , Porter said, planned to put on about 1,000 women in the next three months, mostly as welders.

- Tribune, Bismarck, N D , Sept. 29, 1942 -

UNITED STATES

150,000 Girl Workers Held Shipyard Need. AFL say draft forces 360,000 replacement.

- Post Journal, Jamestown, N Y. Sept. 29, 1942 -

UNITED STATES

U. S. Shipyards Need Women, Toronto (AP) Shipyards of the U. S. will need at least 150,000 women workers in coming year, Paul R. Porter, chairman of the Shipbuilding Stabilization Committee told the American Federation of Labor Metal Trades Department convention yesterday.

They will be paid on principle of "Equal pay for equal work," quality and quantity of work considered, he said, which means that their weekly take-home earnings will average between $45 and $60 and will reach $70 in some cases.

- Wall Street Journal, NYC, Sept. 30,1942 -

UNITED STATES

Step Is Inevitable Says Union Secretary. Employment of women in shipyards is not only practical but inevitable Philip H. Van Gelder, international secretary of the Industrial Union of Marineand Shipbuilding Workers, said yesterday.

"They must of course, be paid equal wages for equal work under the agreement between the shipyards, the union and the shipbuilding Stabilization Board," he said.

Spokesmen for private shipyards regard possible employment of

U.S cont.

women dubiously. •At the Navy Yard and Naval Aircraft Factory,, however, women have been employed since last winter on machine, sheet metal and electrical work, welders, loftsmen and heat treaters.

- Record, Philadelphia, Pa., Sept. 30, 1942

CALIFORNIA

Women at work at Shipyard, The first women welders employed at the Pacific Coast Engineering company's plant were at work in Alameda today.

They are members of Local 681, International Brotherhood of Boilermakers, Iron Ship Builders, Welders and Burners of the American Federation of Labor.

Although other yards in the bay area have been employing women welders for some time these are the first women to be employed at the Coast yard. - Post Enquirer, Oakland, Calif. Oct. 1, '42 -

NEW YORK

3,500 Women From 20 to 60 Seek Todd Jobs, The first of the thousands of women who have applied for work in the Todd Erie Basin dry docks to help build ships are being interviewed today and those hired will start training courses immediately in welding and similar trades.

The company announced a few weeks ago that it would hire women and more than 3,500 from 20 to nearly 60 years of age applied. Among them were teachers, housewives, college graduates and chorus girls. Mrs. Elinore M. Herrick, personnel director, began interviewing them at 7 a.m. in the company's Manhattan office, 1 Broadway.

- Eagle, Brooklyn, N Y, Oct. 5, 1942 -

NEW YORK

. Todd Testing 53 Girls for Jobs in Shipyard. The applicants, selected as an experimental group from among more than 3,500 who have applied during the past two weeks, were greeted by Mrs. Elinor M. Herrick, Director of personnel for the company. "We are very anxious to release men in our yards whenever possible, so if you are physically capable we'll be glad to use you" she told the girls.

Those who are taken on will begin their six-week training course to-morrow. They will be paid 82¢ an hour and will work 4 hours daily during the six weeks. - "If it works out we'll hire plenty of other women" Applicants will have to bring their own lunch until a lunchroom is prepared for them, because most of the restaurants around are bars and grills.

- World-Telegram, NYC, Oct.5, 1942 -

NEW YORK

Women Handle Real Tasks, For the First time in history, the NY Navy Yard has employed women to do heavy jobs ordinarily done by men And they go about it properly attired in canvas trousers or "chaps" Horsehide gloves & heavy shoes are worn.

- Times-Herald, Washington, D C Oc. 6, 1942 -

CALIFORNIA

Before June 1943 Richmond War Industries, principally the Shipyards, will be employing 102,000 men (estimated) at least 75,000 men will be in shipyards - whereworkmen will come from is a problem.

- Post Enquirer, Oakland, Calif. 9/1/42 -

BALTIMORE, MD.

Women and Ship. John Green, National President of the Industrial Union of Marine and Shipbuilding Workers, declared "women are undoubtedly going to supply a lot of labor required in the shipyards." Thus far women have not yet responded in numbers sufficient to meet the demands for their services in industries that already exist.

- Evening Sun, Baltimore, Md. 9/8/1942 -

CALIFORNIA

Women Ship Workers Protest Union Ban. - Glendale, Calif. - Engineering classes of Curtis Wright Technical Institute are to be opened to women Sept. 14 due to man-power shortages and demands for aircraft engineers. - San Francisco 22 Women shipyard workers, refused clearance by the AFL Boilermakers' and Welders' Union for work at the Sausalito yards of marinship. The women mostly welders, were told, by the union's business agent, that a nation-wide referendum was being conducted on the question of admitting women welders into the union, and that results were awaited.

- Evening Sun, Baltimore, Md. 9/9/42 -

BALTIMORE, MD.

"Women are undoubtedly going to supply a lot of labor required in the shipyards" predicted John Green at Labor Day ceremonies at the Bethlehem-Fairfield Shipyards -

- Sun, Baltimore, Md., 9/8/42 -

OREGON

At the Kaiser shipyards in Portland, women are welding up vertical ship seams on the new Victory cargo ships and working as warehousers and day laborers, sweeping and cleaning up the ant-hill-busy yards where the trim little cargo ships are being turned out on the production-line method -

- Everyday Magazine - St. Louis Dispatch, 9/6/42 -

Excerpts from: WOMEN IN WAR INDUSTRIES
By: W. Gerard Tuttle, Industrial Relations Director, Vultee Field Division,
Vultee Aircraft, Inc.
In Proceedings of the First Southern California Management Conference
Held at California Institute of Technology, May 2, 1942

. . . .

The radio and electrical subassembly department in particular had been a continuous problem as long as men were employed there exclusively. Most of the tasks involved routine repetitive operations. Men quickly learned them, and, as quickly, became dissatisfied. They wanted more money than the job was worth. Failing to get it, they demanded transfers to other departments. Specifically, they lost interest in their work.

. . . .

Meanwhile, women were being inducted into the plant in increasing numbers. They were put to work in the machine shop, doing filing and burring. Then they were tried and found competent in the operation of drill presses, and on mills, hand-turret lathes,, and similar tools.

. . . .

While foremen still look upon a woman with a hammer in her hand with some indulgence, they unhesitatingly rely upon women to do their work exactly according to instructions. Forement realize that it is largely a lack of direct mechanical experience from childhood upward that prevents women from handling certain jobs with a facility equal to men.

But they recognize, too, that this very handicap makes women more painstaking in their efforts to fulfill the requirements of their jobs with absolute accuracy. Because the women themselves recognize their shortcomings, they exhibit less tendency to pass over minor errors in their work.

As an instance, they may be more completely relied upon than men to replace a rivet improperly headed.

By reason of the reliance they are able to place in their women employees, the foremen are inclined to minimize in their own mind the added burden of having to deal more tactfully with women than with men.

. . . .

To begin with, factory jobs for women must be tailored to women.

By reason of general usage, the tools and facilities of American factory jobs largely are designed to be handled by men.

It definitely was in Vultee's favor that the hiring of women was started when production jobs were being simplified to meet the needs of fast, quantity production. Consequently it was a comparatively simple problem to so plan many of the jobs that they can be said to be tailor-made for women.

Throughout the electrical subassembly department, most operations are arranged so that women may sit at their work, with all materials and tools close at hand.

Special jigs were added to hold small tools, such as drills, so that women could concentrate on employing more effectively their proven capacity for repetitive operations requiring high digital dexterity. They excel at making every movement of the hands count.

. . . .

Women's subbestions repeatedly have led to their own increased efficiency. They have applied their knack for contriving ways of doing things more quickly and with less effort. One has designed a new type of rack on which light parts are conveyed from subassembly to the paint shop and supported during paint spraying operations. Another developed a means of sewing tail wheel boots that saves valuable material and time. Yet another drew upon her previous industrial experience in a bottling works to suggest the use of a glue-spreading machine to replace the former method of applying adhesive with a brush. By doing so, she multiplied her own production three times. A woman employee in the paint shop developed a means of masking which saves masking tape and can be used more quickly.

. . . .

. . . .it is obvious that much consideration was being given to the selection of rather a high type of woman shop employee at Vultee. For instance, the percentage of women now working in the plant who are married is 46.57. Of the large number with dependents, 67.80 percent support children; 27.29 percent are single and 14.42 percent are divorced. Only 7.66 percent of the factory women are separated and 4.66 percent are widowed.

Preference is given to women applicants of 22 years of age or more. There is no top limit of age. At present the oldest among them is 59. As to the average educational brackground of Vultee shop women, 46.06 percent have completed 4 years of high school. This includes the three who have a college degree. One and forty-three hundredths percent failed to complete more than eight years of school.

. . . .

. . .Only men are used for supervision at Vultee. This too has proven definitely advantageous. Women resent taking orders from women, but readily accept direction from men competent to supervise them. Under this condition they accept supervision more readily than men.

This fact is borne out by our experience with them in defense training classes. A substantial number of our feminine personnel regularly attend these classes. They learn more slowly than men, because they learn meticulously. They ask interminable questions and practically exhaust the possibilities of each step taught them.

In this they express decidedly less tendency than men to skim over details as a result of hasty evaluation of themselves as being basically superior to their instructor.

. . . .

. . . a girl of 23, with college background and considerable initiative, has advanced from paint-shop helper through successive steps to her present position as process planner in the tooling department.

Another woman is successfully holding down a job as a manufacturing planner. Yet another woman, whose background is quite unusual, had advanced from the comparatively simple, routine job of magnetic inspection to a position in the production department.

. . . .

Mobilization

WOMEN'S SURVEY

BOARD FOR MOBILIZATION OF WOMEN

United States Employment Service
L. C. Stoll
Director for Oregon

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FOREWORD

The following is an outline of the procedures followed in setting up the organizational program for the inventory of the skills and availability of the women in Oregon for regular and emergency labor needs and also the system of filing setup in the various offices for the most advantageous use of the inventory forms.

L. C. Stoll
Director for Oregon

Administrative Office
United States Employment Service
Research and Statistics Division

Analysis of the Women's Census

Over 302,000 women or 79 per cent of those over eighteen years of age voluntarily registered with the Oregon Board for Mobilization of Women. 1/ The census was taken by several thousand trained, voluntary women workers. The task of classifying the census cards which were filed in the United States Employment Service offices, was also done by voluntary workers under the direction of local office personnel.

The cards were all classified into nine major occupational groups. Following is an analysis by occupations:

Occupation	Number	Per cent
Total	291,312 2/	100.0%
Professional	24,451	8.4
Clerical	64,124	22.0
Domestic & service	100,419	34.5
Agricultural	34,957	12.0
Lumber	4,557	1.6
Skilled	6,805	2.3
Semi-skilled	8,375	2.9
Unskilled	19,262	6.6
Miscellaneous	28,362	9.7

The registrants were distributed according to age, marital status, and employment, as follows:

Classification	Number	Per cent
Total	291,312 2/	100.0%
Single, 18-25	10,664	3.7
26-45	4,253	1.5
Married without children, 18-25	13,752	4.7
26-45	26,032	8.9
Married with children, 18-25	19,677	6.8
26-45	81,039	27.8
Registrants over 45	88,158	30.3
Those now employed	47,737	16.3

The total number indicating that they would assist in the recruitment of agricultural labor during a harvest emergency was 99,963 or 34.3% of those classified.

1/ Based on the 1940 census, the estimated number of women over 18 years of age was 380,000.
2/ Does not include 10,702 cards which were unclassifiable because of incomplete information.

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3-7369

Administrative Office
United States Employment Service
1135 S. W. Washington
Portland, Oregon

Census of women occupational summary

State Summary

not now employed

Occupation	Total	Single		Married without children		Married with children		Registrants	
		18-25	26-45	18-25	26-45	18-25	26-45	Over 45	Now Employed
Total..........	291,312*	10,664	4,253	13,752	26,032	19,677	81,039	88,158	47,737
Professional........	24,451	293	685	465	2,323	587	6,577	6,137	7,384
Clerical............	64,124	3,270	769	3,347	6,669	3,463	17,891	12,376	15,839
Domestic and service	100,419	3,113	1,606	5,222	8,536	8,636	28,318	35,448	9,540
Agricultural........	34,957	1,538	489	1,888	3,251	2,727	13,075	9,403	2,586
Lumber..............	4,557	59	60	196	565	227	1,704	889	857
Skilled.............	6,805	272	68	313	1,055	402	1,694	1,558	1,443
Semi-skilled........	8,375	243	109	285	829	335	2,060	2,169	2,345
Unskilled...........	19,262	713	212	770	1,329	1,598	4,643	8,437	1,560
Miscellaneous.......	28,362	1,163	255	766	1,475	1,702	5,077	11,741	6,183

Number of women in the county who indicated that they would assist in the recruitment of agricultural labor during a harvest emergency: 99,963 .

*In addition 10,702 cards were returned which were unclassifiable because of incomplete information.

ORGANIZATIONAL PROCEDURE

Procedure followed in setting up organizational program for the taking of a house-to-house inventory of women in Oregon, and procedure for setting up files in the various offices for the completed inventory forms.

1. State Advisory Council. This council is comprised of representative business, labor, and industrial leaders of the State headed by:

   Governor Charles A. Sprague
   William A. Bowes, Chairman
   L. C. Stoll, Secretary.

   This council studied and approved the plans for the taking of the women's inventory and authorized the establishment of the Oregon Board for Mobilization of Women, which board functioned as an adjunct of the State Advisory Council.

2. State Director, Board for Mobilization of Women. Mrs. Saidie Orr Dunbar, formerly president of the National Federation of Women's Clubs, was appointed director by Governor Charles A. Sprague. Mrs. Dunbar wqs chosen because of her state and national leadership among women.

3. State sponsoring Committee. This committee consisted of twenty-four women, each representing a section of the State or some important state organization of a civic nature, as well as representatives of women's labor unions. All women selected with this committee served at the request of Mrs. Dunbar and received no salaries.

4. County Organizations. The State Director appointed the county chairman in each of the thirty-six counties in the State. These chairmen were chosen according to their leadership and organizational ability in each of their respective counties. Various county committees were made up of the following personnel:

   a. County chairman
   b. Office manager of the local U. S. Employment Office
   c. Stenographer, supplied from the local U. S. Employment Service office to act as secretary for the county committee
   d. Each county committee was made up of a number of women, one or more from each town or community, as well as local area leaders. These members met in conference with the field representative from Mrs. Dunbar's office, together with the local county chairman and the local office manager. Organization plans and procedures were developed and synchronized so that all county

committees operated in the same general manner. Upon the completion of the county organization work, the various members serving as leaders under the county chairman then returned to their respective areas and set up field crews to make the actual house-to-house survey.

5. Distribution of Inventory Forms. The distribution of inventory forms was based on the 1940 census figures and supplemented with the estimate of each county organization. Printed inventory forms were distributed to each county. The distribution of these cards was handled by the local employment office and the cards were distributed under the direction of the county chairman to all of her women leaders, who in turn supplied their various field workers with the necessary number of forms. The distribution of these forms was generally made at central points to which the various field workers were called to receive instruction from their county chairman and representatives from the central office.

   All cards distributed in the county were stamped with the return address of the employment office in that county or the employment office having jurisdiction over that county . The stamp was done so that any cards not picked up by a field worker would reach the proper local employment office simply by mailing the card. This stamping was done in each of the local offices with the aid of volunteer help.

6. Date of the Inventory. An intense publicity campaign preceded the commencing of the inventory by several weeks. This consisted of radio and newspaper stories in every paper in the State and over practically every radio.

   The Governor, as well as other state officials, went on the radio in support of the project. This publicity campaign culminated in a state-wide rally held in the public auditorium in Portland on February 9, which was attended by thousands of women from all parts of Oregon. Speakers on this program were:

   Governor Charles A. Sprague
   Mrs. Saidie Orr Dunbar, Director
   Miss Mary Anderson, Department of Labor, Washington, D.C.
   Mr. William A. Bowes, Chairman of the State Advisory Council
   Mr. Edward Bates, representing the Regional Office of
      the Bureau of Employment Security in San Francisco

On February 16, all organization plans were completed. Every county, city, town, voting precinct, and community had been supplied with sufficient registration forms. The field crews had been called to a series of training meetings, and the order to begin the house-to-house canvass was given by Mrs. Dunbar.

During this period a supporting publicity campaign was conducted in every available manner so that public attention was strongly focused on the survey while it was being taken. From the thousands of column inches of newspaper releases during this period there can be no doubt that the inventory of women was the most important activity in the State of Oregon during this time. Approximately 7,000 workers were in the field in every quarter of the State.

7. Completed Inventory Cards. The completed inventory cards were first returned to each local chairman who checked each worker to see that all cards had been returned, properly completed, and to be sure that no woman in her precinct, or area, was overlooked.

   The local chairman in each community then checked her cards in with the county chairman when her area or town was completed.

   Each county chairman then turned over to the office of the U. S. Employment Service in her area the completed cards for her county with reports of those persons whom the field workers were unable to reach or who had refused to give the necessary information.

   Upon receipt of the cards by the United States Employment Service in each of the local offices, volunteer workers under the supervision of the local office manager made a preliminary sorting of the cards and stamped each card with the local office number.

   In most counties this completed the work of the volunteer organizations, and the filing and processing of the cards then became a local office function.

FILE AND OPERATIONS PROCEDURES FOR PORTLAND OFFICE

Following is a brief outline of the procedure used in setting up the files for the Portland office which procedure varies slightly from the manner used in all other offices in the State. This variance was deemed necessary due to the fact that the registration in the City of Portland and Multnomah County was exceedingly heavy and called for a simple control of large blocks of registration cards.

1. All cards were classified as follows:

   a. Professional
   b. Clerical
   c. Domestic and service
   d. Agriculture
   e. Lumber
   f. Skilled

Semi-skilled and unskilled were placed in the miscellaneous classification awaiting further analysis.

2. Each occupational group was further broken down into three age groups as follows:

   18 to 25
   26 to 45
   46 and over

3. All cards were serially numbered and filed in numerical sequence in the following order:

   e.g. PROFESSIONAL
   18 to 25
   26 to 45
   46 and over

All cards having been properly numbered and classified were placed in the files ready for tabulation.

The sorting of all cards into their proper occupational classification was done by a trained volunteer crew under the direction and supervision of a local county chairman and a member of the United States Employment Service.

4. Tabulation. Several crews of volunteer workers were called in and trained for the purpose of transcribing data and information from the registration cards to the tally sheets. These tally sheets were designed as follows:

HEADINGS
- Marital Status and Work Record
- Available for Training and Work
- Classification
- Serial Number
- 18 to 25
- 26 to 45
- 46 and over
- Married with Children
- Employed
- Professional
- Clerical
- Domestic Service
- Personal Service
- Lumber
- Agriculture
- Skilled
- Miscellaneous

This first group commencing with "single" and ending with "miscellaneous" is listed under "Marital Status and Work Record".

It will be noted that no column was provided for married women without children. This figure was determined by taking the difference between single and married with children. Training in the critical industries is confined to two columns. Aircraft and all other industries were grouped under "other". This was done to avoid carrying 13 columns on the tally sheet and because the heaviest registration for training was in aircraft. The second grouping is as follows:

(1) Training
  a. Aircraft
  b. Other

This group came under the heading, "Available for Training and Work". These two groupings are divided to show:

a. Work record
b. Willingness to accept work, but having no work record and willingness to take training.

These tally sheets were cut 9 by 19½, printed on both sides in tumbler head form with space for a hundred serial numbers on each side of the sheet and a total column at the bottom. Under classification was typed that particular classification to which the sheet belonged. The serial numbers were typed on the left-hand side of the page from top to bottom.

Two people worked together on each of these sheets, one read the card and the other tallied by a red checkmark under each heading as the information was read off.

e.g.	Serial Number	26-45	Married with Children
	1402	x	x

Professional	Agricultural	Recruitment
x	x	x

These sheets were then totalled and bound in books. In the front of each book is a recap sheet giving the entire total and classification for that book.

5. Use of the Inventory Cards. When an order is received by this department for a specific type of person or a group of women for employment or training, the order is first analyzed to determine age group, marital status, and classification desired. e.g. An order is received for a hundred women, 18 to 25, single, unemployed, to take training in aircraft sheet metal. The selection of these persons can be made from any classification book by simply reading down the following columns:

Single
    18 to 25
        Employed

If the serial number shows this person to be entered in the single column, and 18 to 25, and not in the employed column, the card is pulled and that information is forwarded to the department requesting the name or names of such persons. A sample of the inventory card and the tally sheet are attached.

	MARITAL STATUS AND WORK RECORD														AVAILABLE FOR TRAINING AND WORK												
CLASSIFICATION															TRAIN-ING												
SERIAL No.	① SINGLE	② 18 TO 45	③ 26 TO 45	④ 46 AND OVER	⑤ MAR. WITH CHILDREN	⑥ EMPLOYED	⑦ PROFESSIONAL	⑧ CLERICAL	⑨ DOMESTIC SERVICE	⑩ PERSONAL SERVICE	⑪ LUMBER	⑫ AGRICULTURE	⑬ SKILLED	⑭ MISCELLANEOUS	⑮ AIR CRAFT	⑯ OTHER	⑰ LUMBER	⑱ DOMESTIC SERVICE	⑲ PERSONAL SERVICE	⑳ AGRICULTURE	㉑ RECRUITMENT	㉒ CARE OF CHILDREN	㉓	㉔	㉕	㉖	PLACED
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1																											

FILE AND OPERATIONS PROCEDURES IN 23 OFFICES OUTSIDE OF PORTLAND

1. In the top right-hand corner of the registration card, enter the employment office number, county, or counties if the office serves more than one county, and serial number of the cards, from one up. At the same time the employment office number, county, and serial number is put on, a list or card showing name, address and telephone number of all registrants who have shown a willingness to assist in recruitment of agricultural labor during a harvest emergency should be made. This is the last item under Question 12. This list should be contacted, possibly by telephone sometime prior to the first crop, to be sure that they are willing and understand what the local office expects of them during an emergency.

2. Sort the registration cards into the nine occupational classifications listed in the right-hand corner. The occupational classification should be made on the basis of the work history shown on the card. If the registrant's work history is such that there could be two or more occupational classifications, the local office will have to use its own discretion as to which occupational group should be used.

3. Each of the nine major occupational groups shall be sorted into the following categories:

a. Registrants, single, 18-25
b. Registrants, single, 26-45
c. Registrants, married, without children, 18-25
d. Registrants, married, without children, 26-45
e. Registrants, married, with children, 18-25
f. Registrants, married, with children, 26-45
g. All Registrants, over 45
h. All Registrants now employed

Using the professional group as an example, that section of the file would look as follows:

Now employed

Over 45

Married, with children - 26-45

Married, with children - 18-25

Married, without children - 26-45

Married, without children - 18-25

Single, 26-45

Single, 18-25

PROFESSIONAL

The reasons for this simple breakdown are two-fold:

1. It places all the registration cards in an organized manner with the least amount of work for local office operations.

2. When the files are set up a statistical analysis amounts to a simple card count.

These minimum requirements are not intended to limit a local office from making a more detailed breakdown if they so desire for operating purposes. In other words, you may expand this breakdown to suit your local needs. It is recognized that this procedure will conceal much of the detailed information on the cards. For instance, many registrants with work experience in the professional occupational group will show a willingness to work in agriculture, but it is felt that there will be a tremendous group of registrants who have no other qualifications that are willing to work in agriculture and that until this classification is exhausted, it will not be necessary to work out supplementary lists. This is also true in the various training classifications. The vital need is to get the women's census organized in a minimum amount of time.

All cards from registrants whose home addresses are in another employment service area, such as college students, should be mailed directly to the office covering the territory in which they reside. It is obvious from these instructions that the cards will never leave the local office and that they will not be key punched. As soon as the majority of the cards have been received in the local office, will you notify the Administrative office according to the above procedure.

Sample of Operation
Analysis used by the
Astoria office

MOBILIZATION OF WOMEN

CLATSOP COUNTY
Preliminary Report

Astoria, Oregon
March 9, 1942

Present Occupation	Total	Age Range 18-25	26-45	46&Over	Profess-ional	Cleri-cal	Domes-tic	Will wk. in Agric.	Lum-ber	Skilled	Semi skilled	Un-skilled
Bookkeepers	79	26	46	6		79		34		6	73	
Cannery Workers	94	13	44	37		6	3	98		1	93	
Clerks - Office	94	44	43	9		94		39		7	87	
Clerks - Sales	95	38	41	14		95	14	54		1	94	
Cooks	37	3	12	22		37		23	2		37	
Doctor- Dentist Assts.	25	8	14	3	2	2				21	4	
Housewives	3755	551	1801	1357	318	1191	707	1934	72	318	1970	1467
Laundry Workers	42	8	23	10		4	20	25		16	26	
Maids - House Institutional	56	19	20	17	1	3	44	35			56	
Managers - Apt.Hse. Store, etc.	106	8	32	66		48	9	30		8		98
Miscellaneous	435	142	138	138	4	98	160	200		49	262	124
Nurses	36	4	24	8	36			3		36		
Photographers	5	1	2	2	4	2		1		5		
Stenographers	75	42	29	1		75		24	1	62	13	
Telephone Operators	43	14	22	6		6	3	12		43		
Teachers	97	16	63	18	97	12	3	55		1	96	
Waitresses	83	41	35	7		5	83	51		1	82	
	5157	978	2389	1721	462	1757	1046	2618	75	575	2893	1689

	Have had Employment	Will take Employment		Have had Employment	Will take Employment
Aircraft	6	546	Industrial Chemicals	2	87
Aluminum Fabrication		68	Machine Tool Mfg.		69
Munitions Manufacturing	13	105	Machine Models & Patterns	1	86
Automotive Manufacturing	5	83	Other metals mfg.	1	41
Communications	252	969	Electric Supply mfg.	2	79
Machinery Manufacturing	3	79	Mfg. Prof. & Scientific Instrmts	1	107
Firearms Manufacturing	1	121	Textile Manufacturing	21	255

GRAND TOTAL --- Have had Employment 308
Will take Employment 2695

Name (print) ....
Last Initial First

Address ....
Street City County Phone

Age Group		Marital Status		Citizen		Education	Circle Last Year Completed
18 - 25	[ ]	Married	[ ]	Yes	[ ]	Grade school	1 2 3 4 5 6 7 8
26 - 45	[ ]					High school	1 2 3 4
46 - Over	[ ]	Single	[ ]	No	[ ]	College	1 2 3 4 5 6

Number of children [ ]

DO NOT WRITE IN THIS SPACE

E. O. No.	Serial Number

Classifications

Professional	[ ]
Clerical	[ ]
Domestic and service	[ ]
Agriculture	[ ]
Lumber	[ ]
Skilled	[ ]
Semi-skilled	[ ]
Unskilled	[ ]
Miscellaneous	[ ]

Oregon Board for Mobilization of Women

STATE ADVISORY COUNCIL

IMPORTANT Complete this form to the best of your ability. This is a VOLUNTARY registration. All information given will be treated CONFIDENTIALLY. The purpose of this inventory is to provide a register of women available for TEMPORARY employment, if and when women are needed to replace men in industry or defense work.

This is not a registration for volunteer service. You will be called only in case of actual need or when your particular services are considered necessary. If called you will be interviewed by your local employment office. If employed you will be paid at prevailing wage rates.

1. Present occupation .... Employer ....
2. If not now employed, have you ever worked? .... At what? ....
3. Have you had experience or training that requires hand or eye skill? .... If so, list ....
....
4. Have you held a managerial or professional position? .... If so, specify ....
5. Have you had experience or training in clerical occupations . . office work, etc.? .... If so, specify ....
....
6. Have you ever worked in any occupation customarily employing men? .... If so, specify ....
....
7. Have you ever operated any power-driven machinery, such as power sewing machines, sorters, mixers, elevators, automobiles, tractors, etc.? .... If so, specify ....
8. Check in column 1 below any industries in which you have had **employment**.
9. Check in column 2 below any industries in which you will accept **training**.

Column 1 Employment	Column 2 Training		Column 1 Employment	Column 2 Training	
[ ]	[ ]	Aircraft	[ ]	[ ]	Industrial chemicals
[ ]	[ ]	Aluminum fabrication	[ ]	[ ]	Machine tool manufacturing
[ ]	[ ]	Munitions manufacturing	[ ]	[ ]	Machine models and patterns
[ ]	[ ]	Automotive manufacturing	[ ]	[ ]	Other metals manufacturing
[ ]	[ ]	Communications	[ ]	[ ]	Electrical supply manufacturing
[ ]	[ ]	Machinery manufacturing	[ ]	[ ]	Manufacturing of professional and scientific instruments
[ ]	[ ]	Firearms manufacturing	[ ]	[ ]	Textile manufacturing

10. Have you had any employment or training in any part of the lumbering industry? .... If so, specify ....
....

Check below any of the following in which you will accept employment:

[ ] Box factory
[ ] Plywood plant
[ ] Sawmill
[ ] Papermill
[ ] Planing mill
[ ] Logging—cook house
[ ] Furniture plant
[ ] Woodworking plant

11. Check below any of the following domestic occupations in which you will accept part-time [ ] or full-time [ ] employment:

[ ] Housemaid
[ ] Nursemaid
[ ] Hotelmaid
[ ] Cook
[ ] Practical nurse
[ ] Waitress
[ ] General housework
[ ] Housekeeper

12. Check below any of the following agricultural occupations in which you will accept part-time [ ] or full-time [ ] employment:

Harvesting

[ ] Berries
[ ] Hops
[ ] Fruit
[ ] Potatoes
[ ] Packing house help
[ ] Sugar beets
[ ] Peas
[ ] Lettuce
[ ] Beans
[ ] General farm work
[ ] Dairying
[ ] Handling of dairy products
[ ] Turkey picking

Canneries

[ ] Fruit
[ ] Vegetable
[ ] Fish

Would you assist in the recruitment of agricultural labor during a harvest emergency? [ ]

THIS IS NOT AN APPLICATION FOR EMPLOYMENT

State of Oregon
Unemployment Compensation Commission

STATE PRINTING DEPT.

13. Give here any information not included on this sheet which would indicate your skill and availability for employment or training for any job now held by either a man or a woman, or any service you could perform which would be of value to your state or nation during the war period.

14. Will you notify your local employment office of any change in your address? [   ]

Board representative .... Information furnished by ....

Area:

(Please Fold Here, Attach Sticker or Clip and Mail. No Postage Is Required.)

STATE UNEMPLOYMENT COMPENSATION COMMISSION
STATE ADVISORY COUNCIL
SALEM, OREGON

OFFICIAL BUSINESS

EMPLOYMENT SECURITY MAIL
UNITED STATES POSTAGE
ACCOUNTED FOR UNDER
ACT OF CONGRESS
(PAR. 13, SECT. 579, P. L. & R.)

MOBILIZATION POLICIES - JAN. 1942

21713

WAR PRODUCTION BOARD

LABOR DIVISION

Immediate Release
Thursday, Jan. 29, 1942

L 41

LABOR AND THE WAR

1- Women in War Production
2- Two Ships A Day
3- Milk as Usual
4- New Jobs for Negro Workers
5- Strikes
6- Labor Goes to War
7- Cushioning for Displaced Carpet Workers

1- Women in War Production

A vast increase in the employment of women in war production industries during the next three years was seen as a certainty this week by Sidney Hillman, War Production Board Labor Director, and other government officials.

More than 1,000,000 women will be needed for war work this year, Hillman declared, adding that "women can do almost anything in war-time production."

By the end of 1943, war industries will have a possible 2,500,000 women employes, according to other reliable government estimates.

More than 400 different kinds of defense jobs--real he-man jobs-- are now open to women, Thelma McKelvey, assistant to Hillman, announced.

"Women can fill many types of jobs not only as well as men, but better than men," according to Lieutenant Colonel Joseph F. Battley, chief of the Labor Division of the Office of the Undersecretary of War. "In England the services of women workers have been almost literally a life-saver. British women now perform jobs which have been exclusively limited to men in the past and they perform them well. They are even being used to a very material extent in such fields as heavy manufacturing." Thirty per cent of the total employment in England's heavy manufacturing must consist of women, Battley said.

Officials of a huge aircraft factory in California which employs a large number of women declare that the best welder in the plant is a woman, Battley reported. "Their supervisors told me that their work is fine, even better than that of men who were formerly on those same jobs."

Hillman suggested five things women can do to prepare themselves for war work:

"1- If a woman has had factory experience and is interested in immediate employment, she should register with the nearest office of the state employment service, which is informed of labor needs in defense plants.

"2- If she has had no experience and needs training for employment, the local public employment office can advise on available facilities for free training.

"3- Be sure she knows what she can do best to contribute to the most important war task in her community.

"4- Direct her attention and her energies to the most important war task in her community.

"5- She should not leave her community unless she is certain there is no job for her there, or leave without assurance that there is a job someplace else for her."

"Women have been found satisfactory in practically every job ordinarily held by men--from light welding to operating a five-ton tractor," Miss McKelvey asserted.

At the present time there are 13 million women in the labor market, she continued, with at least 3½ million of these employed in manufacturing. Many more thousands are being trained for various types of war work.

The aircraft industry, Miss McKelvey said, now employs more than 4500 women, but if it became necessary, women could constitute 50-60 per cent of the industry's total employment.

"Airplanes can sink battleships," Hillman declared. "Women can build airplanes. War is calling on the women of America for production skills. Victory calls for the best use of all the heads, the hands and the hearts of a united nation."

2- Two Ships A Day

West Coast shipyard workers this week gave the nation a magnificent pledge that the President's "Victory Program" of 18,000,000 tons of new shipping in the next two years will be fulfilled.

The shipyard unions unanimously ratified an agreement calling for around-the-clock, 7-days a week construction of the ships which the United States and its allies need to drive the Axis menace from the high seas. The "Victory Program" in shipbuilding will require the construction of two new vessels a day.

The agreement, which bans lockouts and strikes alike, provides for six-day staggered shifts with time-and a-half pay for the sixth day. Double time will be paid when an employee works on a seventh day, whether Sunday or any other day.

Signed also by the employers, the agreement required only two days' discussion among 100 conferees and covers 110,000 workers.

3- Milk as Usual

Old Dobbin may have to be brought back from his pastures to clatter along once again in front of his old-time milk wagon--but in any event there will be no curtailment of daily milk deliveries, the War Production Board Labor Division assured apprehensive trade unions and farmers this week.

Fears of union members and farmers were aroused by reports that employers in some cities had ordered every-other-day milk deliveries claiming that the government had instructed them to do so to conserve tires and trucks.

After receiving assurances that no such curtailment had been ordered, the unions proposed a program of conservation of tires and other materials.

Replacement of trucks with horses wherever possible was one of the suggestions. Others were: 7 A.M. loading of delivery trucks on a one-trip daily schedule; curtailment of all special deliveries wherever possible; immediate recapping and retreading of all available tires.

4- New Jobs for Negro Workers

Skilled dark hands were busy at work this week in West Coast shipyards hurrying the completion of warships and merchant vessels soon to join the nation's great two ocean navy.

Negro boilermakers, chippers, caulkers, and riggers were being hired at many Pacific Coast shipyards for the first time. Following discussions with War Production Board representatives, shipbuilding unions agreed that all artificial employment barriers must be abolished, and promptly referred scores of Negroes to the various shipyards with which the unions hold contracts. In addition, many other Negro workers will be brought into training courses which will equip them for upgrading and promotions to more highly skilled occupations.

5- Strikes

Organized labor's determination that there must be no interruption of war production has resulted in an unprecedented decline in the number of strikes and stoppages of all kinds since Pearl Harbor, War Production Board Labor Division statistics show.

On December 7, the day the first Japanese bombs fell on American territory, there was not a single strike listed on the calendar of the National Defense Mediation Board and only one small strike of 90 men on the OPM's list of disputes affecting defense production. The latter was settled the following day.

Only one strike of major importance to war production was listed on January 28--involving 50 workers.

An estimated 5,000,000 workers are now engaged in war production.

6- Labor Goes to War

The War Production Board Labor Division has just released for general distribution, "U. S. Labor Goes to War," continuing a series of booklets previously issued by the OPM Labor Division.

The new publication deals with the problems of manpower mobilization, training, and stabilization of labor relations. It opens with a message to workers from Sidney Hillman, Director of the Labor Division, and closes with a statement by Donald Nelson, Chairman of the WPB, on "The Lesson of Wake Island."

Copies of the booklet may be obtained by writing the Labor Division, Information Office, WPB, Social Security Building, Washington, D. C.

7- Cushioning For Displaced Carpet Workers

Thousands of carpet workers who have lost their jobs as a result of the government's 50 per cent curtailment order on civilian use of virgin wool, may soon find themselves at work on a huge Army order for 180,000,000 yards of cotton duck.

A plan to put the displaced carpet workers and their idle looms to work on the manufacture of cotton duck and blankets for the Army and Navy was offered to the Labor Division of the War Production Board by a newly formed committee of textile union representatives.

Union leaders pointed out that with the Army accepting bids for the 180,000,000 yards, "available facilities are not enough to produce all the duck the Army will require."

1713

WAR PRODUCTION BOARD

LABOR DIVISION

Immediate Release
Thursday, Jan. 29, 1942

L-42

(The following War Department announcements are released to the Labor Press through the WPB Labor Division):

UNDER SECRETARY PATTERSON IN PERSONAL APPEAL TO LABOR TO SPEED ARMS TO FRONT

Under Secretary of War Robert P. Patterson has issued a direct personal appeal to the workers in more than 1,000 American plants and factories urging them not to slacken in their present patriotic efforts to speed vitally-needed materiel to the Army. His telegram was addressed in each instance directly to the workers.

"The Army is calling on you soldiers of production to back up our soldiers in the front lines with every ounce of your energy," Judge Patterson said. "The Army looks to you to provide the weapons of victory. The fighting weapons we lacked yesterday at Wake and Manila we must have today. Your contribution must be production and more production. America is confident of your answer."

ARMY HONORS NEGRO: FORMS NEW COLORED UNITS

"In this, the greatest democracy the world has known, neither riches nor poverty, neither creed nor race draws a line of demarcation in this hour of national crisis," declared Major General Jacob L. Devers, chief of the Armored Force, at the dedication of the main parade ground at Fort Knox, Ky., as Brooks Field, in honor of Private Robert H. Brooks, a Negro who was the first casualty of the Armored Force in the Philipines.

At the same time, the Army announced plans for organization of the 93rd Infantry Division (triangular), to be composed of Negro troops, and a new colored unit of the Army Air Forces, the 100th Pursuit Squadron.

Colored groups in the Army include important Cavalry, Coast Artillery, Infantry, Quartermaster, Signal Corps, Engineer, Ordnance, Anti-Aircraft, and Chemical Warfare Units. There are also Negro Medical detachments, including Army nurses. Four regiments, the 184th Field Artillery, the 372nd Infantry, the 366th Infantry and the 369th Coast Artillery, are now completely officered by colored officers, from lieutenant to colonel.

ARMY LAUDS DEFENSE WORKER FOR PATRIOTISM

A letter of citation from Under Secretary of War Robert P. Patterson has been presented to Joseph G. Smith, a civilian defense worker at the Pittsburgh Stove Fixture and Equipment Company, for what the Under Secretary called "an act of courage above and beyond the call of duty."

When fire threatened to cause an acetylene explosion, Smith grabbed the main valve of an acetylene tank. The valve handle twisted as he turned and seared through the flesh on his hand. Smith burned his hand badly, but averted certain danger to lives, equipment and national defense. "It is my opinion that it required just as much courage to grasp a red hot valve wrench as would be required to face hostile fire in battle," said Maj. Gen. William N. Porter, chief of the Chemical Warfare Service, in praising him.

ARMY RECOGNIZES CLEVER SLOGANEER

Lt. Col. L.P. Crim, commanding officer at the Savanna, Ill., Ordnance Depot, has notified the Ordnance Department in Washington, of the clever slogan written by Ambrose Harle, a munitions handler at the depot. Mr. Harle's slogan is "He who relaxes is helping the Axis." Harle, 31, is a former sign maker and advertising man. His hobby is building fine pleasure boats.

Building trades workers obtained employment erecting 65,000 buildings at 545 Army projects in 262 locations during 1941.

The Army Quartermaster Corps is planning to double its purchases of shoes, will be buying 2,500,000 pairs a month by May. An Army shoe lasts a soldier about four months, has to be resoled twice. In the field, it wears out even faster.

The Chemical Warfare Service of the Army, co-operating with the Office of Civilian Defense, will establish six more Civilian Defense schools in New England, the Middle West, Texas, the Gulf States, and the West Coast.

ARMY SPREADS WORK AMONG 23 STATES

The Quartermaster Corps announced today that its policy of spreading work among large and small contractors has resulted in dividing an Army order for 1,300,000 one-piece working-suits among 37 plants in 23 states. Under the policy followed before the national defense program started, the Quartermaster Corps would have been obliged to give the work to a maximum of 20 contractors in only 12 states, while it would have been possible for a single contractor to win the entire bid.

CIVILIAN WORKERS RELEASE SOLDIERS FOR THE FIELD

More than 20,000 enlisted men have been freed for combat duty as a result of employment by the Army of civilian personnel, and women, the War Department announced today.

Male plumbers, carpenters, machinists, automobile mechanics, welders, blacksmiths, sheet metal workers, truck drivers, fire fighters, janitors, coal-passers, laborers and other workers are fighting for their country at posts as dangerous and far away as the Burma road, and in bases from Bermuda to Iceland, and in the British Isles.

Lt. Col. Ira Swift of the General Staff told a Congressional committee the Army needed 12,000 women at once for use in the airplane interceptor service and other branches. He said the Army already was using 6000 unpaid, volunteer women, but better work could be done if women were recruited into the Army as telephone operators, clerks, machine operators, welfare workers, cooks, laundresses and in air raid work. The highest commissioned rank for women would be that of major.

Capt. Varley P. Young, air corps civilian recruiting officer, estimated 100,000 civilians might be needed to maintain the Army's flying equipment. He spoke at the opening of permanent offices at Wayne county airport, Detroit, Michigan.

The Air Service Command, a civilian corps, has sent out a call for sheet metal workers, skilled mechanics of all kinds, welders, typists and stenographers. In all, 600 job classifications are in demand.

#

CAUTION: ADVANCE RELEASE

Hold for Morning and Evening
Newspapers of January 23.

TO REPORTERS AND EDITORS:

The attached three news stories summarizing parts of the REPORT TO THE NATION have been prepared so that they could be used in series, in the order in which they are numbered. If such use is not practical for your newspapers, you are of course free to make use of material in the stories in any way you like, on and after the release date of the report, January 23.

Office of Facts and Figures

No. 1 War Production Bd. OFF-4

1942

Washington, D. C., January

The war production story of the past eighteen months and what the United States must do to achieve its potential overwhelming arms superiority is detailed in the Report To The Nation issued tonight by Archibald MacLeish, Director of the Office of Facts and Figures. The report was prepared at the request of President Roosevelt.

Only "by the mobilization of every available man, woman, dollar and thing -- every plant, tool, machine and bit of material" can an adequate production structure be built, says the report.

Among the high-lights of war production in the United States since the fall of France are:

The foundation has been laid for an armament program of a magnitude no other nation ever has attempted.

Nearly three times as many weapons and supplies of war will be produced this year as in the eighteen months between June, 1940, and the end of 1941.

This year our production of planes and tanks will equal that of Hitler in all the years before 1939 when he was preparing to conquer the world.

War spending has soared from an annual rate of two billion dollars on July 1, 1940 to a rate of almost 20 billion dollars on December 1, 1941. It must reach a rate of 48 billions this year and more than 60 billions next.

Goods from the arsenal of democracy are flowing or will flow to all corners of the earth where the soldiers and sailors of democracy fight the Axis.

The United States production program, as described in the Report to the Nation, covers every phase of the war: the Army and the Navy, planes, tanks, ordnance, munitions, shipments throughout the world under the Lend-Lease Act, construction and expansion of new plants and conversion of existing plants. The report tells the story of ship construction and repair. It describes the degree to which more workmen are needed in war industries and the plans for recruiting and training them. The part played by science in the war against the Axis is also described.

The report constantly stresses the fact that a start, only, has been made. For military reasons it cannot reveal the exact number of planes, tanks or ships being built. Yet the rate of building is impressive. Production of tanks and other combat vehicles is now more than three times as large as a year ago; guns of all types nearly five times as large. Army warplane production, the report states, "has been stepped up to the point where, with Great Britain, we soon shall exceed the plane output of the Axis countries. More important, we shall have the plant capacity to increase our production to the point where we can seize control of the air in all areas of the world struggle." Not only this, the report continues, but the Army now has "four types of combat planes -- better than anything yet produced abroad." In short, the Army's story is one of equipment of all kinds as well as housing for an ultimate army of 7,000,000 men, the largest in the history of the nation.

The Navy, fighting the aggressor in the Atlantic and Pacific oceans, is rapidly becoming a two-ocean fighting force instead of the traditional one-ocean combat unit. Fifteen battleships are being built, 11 aircraft carriers, 54 cruisers,193 destroyers and 73 submarines. The Navy has 2,000 new airplanes and work is being pushed day and night on its new bases, air stations,docks and other facilities. Merchant shipping, equally vital in the war against Germany, Japan and Italy, will soon be augmented at a rate of two ships a day; the building of ships in World War II dwarfs the program of World War I. When the program is in full swing an army of 750,000 men will be building ships in the United States. Already contracts have been signed for 999 ships. Added to this building program is the task of getting men to operate the new merchant fleet. Crews must be found for about 800 ships, so 25,000 seamen and 6,300 officers are to be trained for this service.

The complexity of modern war production is described in the Report. Not only must essential raw materials be brought from all parts of the world; new ones must be developed. So the "production of the tools of war is an endless adventure into chemistry and metallurgy." It is an endless struggle to build new factories and expand existing ones; to covert the machinery of peace to the purposes of war. Government and private industry have joined hands to invest a total of 7 billion dollars in plant construction and expansion. Steel ingot capacity is to be increased by 10,000,000 tons, aluminum production by 700,000,000 pounds a year and magnesium production by 350,000,000 pounds. But even these totals are inadequate for the 1943 objective of 125,000 airplanes a year. Machine tools, without which the whole program would bog down, were being produced at a rate of only 150,000,000 dollars a year before France fell. This year the total should reach 1.2 billion dollars. Plant conversion and the adjustment of small business to war production is under way, the report states, but the difficulties have been great.

No part of the program would be possible without the workers who battle long hours and arduously for the Army and Navy at the front. "The first conquest of the Nazis," says the Report to the Nation, "was the conquest of their own people." The Reich factories which belch forth the armaments of aggression are run by slaves. The factories of democracy must be run by free men, holding dear their right to work for whom they please under conditions which satisfy them. There were strikes. Priceless time, never to be regained, was lost. But now representatives of the CIO and the A.F. of L. have given a pledge against strikes and the employers have promised that there shall be no lock-outs in essential industries. A War Labor Board is to pass promptly on all grievances.

Equally vital is an increasing supply of workers skilled in the technical processes of war manufacturing. Five million workers have already been drawn into the production program; within six months an additional 5,000,000 will be needed. The existing industrial army must be trebled by the end of the year and quadrupled by the close of 1944. Some shortages will be unavoidable, but a training program of unprecedented size will furnish most of the needed men and women. Already nearly 2,500,000 workers have been taught to run the machines which produce the goods of war. Labor unions have been scouting the country for former members who, because of the depression, became filling station operators or entered other less essential trades. Particular care is being taken to see that no woman qualified for a war job fails to receive it. An estimated 500,000 women and girls are already at work, many of them in aircraft plants. Yet only four women in every 1,000 are now employed in war industries as compared with 21 in the last war.

A final aspect of the production problem described by the Report to the Natio is that of transportation. "It is not enough to produce the goods of war. They must be moved, and moved swiftly, by rail, by air, by truck, by boat to their destination." This is being accomplished by new cars and locomotives and by more efficient use of existing equipment. But the added freight which must be moved this year will strain the railways and the truck lines of the nation to a breaking point.

No. 2 OFF - 4

Washington, D. C., January

While the armies and navies of the United Nations engage the enemy on the world's far-flung battle fronts, a silent and bloodless engagement is being waged against the Axis powers which may well be the most decisive battle of all, according to the Report to the Nation just released by Archibald Mac Leish, director of the Office of Facts and Figures.

The engagement described is "The Battle Of The Economies" -of commerce and shipping, barter and buying, loans and agreements, blacklists and blockades. It is the fight to prevent the manufacture of Axis weapons of war by preventing the Axis from getting raw materials. It is also the fight to obtain raw materials for the whirring wheels of our own production plants.

The Report, issued at the request of President Roosevelt, makes public for the first time the detailed story of what America has done in the last eighteen months in the field of economic warfare. It describes economic warfare as "fighting the Messerschmitt before it is a Messerschmitt, fighting the tank before it is a tank, smashing the submarine before it can go to sea."

Emphasizing the world nature of the struggle, the report tells of how other American republics cooperated in eliminating enemy influences below the Rio Grande. It makes a point of the fact that the 13 billion dollars thus far appropriated for Lend-Lease aid to our Allies represent not altruism, but war-making in the realistic sense of world strategy. Lend-Lease is described as a war weapon.

"The theater of Lend-Lease," says the report, "is the world itself. Thirty-two governments, in addition to the British Empire, are eligible for benefits. The United States, with roughly 7 per cent of the world's area and population, has pledged itself to become the arsenal for 72 per cent of the world's area and for 64 per cent of its people. To this end almost 13 billion dollars have been appropriated.

"Does the Axis plan a push eastward? We are preparing for such a thrust. Out of Lend-Lease funds, British bases are being built at Rangoon in Burma, at Karachi on the Arabian Sea, and other vital outposts on the Persian Gulf and in Eritrea. With 50 million dollars from Lend-Lease, the Army Air Corps Ferrying Command already has delivered more than a thousand planes.... Pan American Airways has received a subsidy for a new route across the South Atlantic. Another Lend-Lease airline reaches to Iceland. Trucks supplied with Lend-Lease fuel and oil careen over the crazy twists of the Burma Road, China's main life line. The United States Public Health Service is battling malaria among 250,000 Chinese laborers who are building a railroad paralleling the Burma Road.

"The 'relatively small trickle' of assistance-so it was described last September-can hardly be called a river even now. But it is a stream and it is growing fast. Last March only 18 million dollars in Lend-Lease aid were given. By November, 1941, this soared to 283 million dollars a month. A grand total of 1.2 billion dollars have been spent, which is some 15 per cent of all we have spent for defense and war since the Lend-Lease Act was passed."

In the field of enonomic warfare, the United States did not wait until the shooting began to prepare itself for the struggle. Since April of 1940 a host of Government agencies, each working in its own specialized field, has carried the economic battle to the enemy. They have operated through the freezing of foreign funds, through control of imports and exports, and through a proclaimed blacklist.

The freezing of foreign funds is described as an important economic weapon which helps America's friends and harms her enemies. More than 5 billion dollars of assets of thirty-three countries have been frozen; the control now embraces all of continental Europe except Turkey. Approximately 2,500 business enterprises under varying degrees of enemy domination are now operating under license. As a result of this and the first comprehensive census ever made of foreign-held property in the United States, the Treasury now has in its files strategic information on the structure, activities, and background of Axis-owned and Axis-dominated concerns.

The freezing of funds protects the assets here of conquered countries from falling into Axis hands. When applied to Germany and Italy in June of 1941, it paralyzed their efforts to acquire vital materials in the Western Hemisphere. They were using American dollars and American banking facilities to underwrite sabotage, spying, and a propaganda campaign in both North and South America.

Against Japan, the blow was even more telling. Japan's economy is heavily dependent on imports. So is her war machine. Japan's purchases of mercury (vital in certain explosives) in 1940 increased 240 times over the amounts acquired in 1938. Her purchases of zinc increased sixty times. In a two-and-half-year period she bought 4,350,000 tons of scrap iron and steel here. This accumulation of stocks for war ended on July 26 when the United States, Britain, and the Dutch simultaneously applied freezing control.

The Blacklist, or, to give it its legal name, the Proclaimed List of Certain Blocked Nationals, is in effect a roll call of individuals and firms with which America must not trade. There are now approximately 5,600 names on the list. They represent billions in Axis investment in South American and other neutral countries.

The Blacklist-a Who's Who of undercover agents and their dummies-has effectively ended, except for small quantity smuggling, all direct trade with Axis firms. The problem now is to deal with firms serving as cloaks for enemy trading. Some companies have been offered as much as 75 per cent of the value of an export cargo merely for the use of their names as shippers.

The Blacklist and control of American exports are inseparable economic weapons. The shipment of many non-vital exports to South America is freely permitted under so-called "general" licenses, but licenses are not granted until The Blacklist has been consulted. Issuing of licenses has been greatly speeded, so that legitimate industry does not suffer. Some 3,000 applications are being handled a day.

"The elimination of Axis-controlled air lines in South America," says the report, "is an excellent example of successful economic warfare. The shipment of octane gasoline to suspect companies was cut off. Most of the Republics wanted to buy out foreign owners but lacked the means. An 8 million dollar lending fund was set up to facilitate these purchases. In September of 1939 there were 4,109 miles of Axis-dominated lines in Bolivia; now there are none. There were 5,494 miles in Columbia, 594 miles in Ecuador, 1,210 miles in Peru. Now there are none. The job is virtually complete in other countries."

Not content to block the export of products from the United States to the Axis, we have worked to prevent the Axis from getting strategic materials from any country. This country has contracted for the purchase of materials which might otherwise have gone to the enemy.

"Before the end of 1940," the report adds, "agreements had been signed which assured us substantially the entire copper production of Chile, Mexico, and Peru. In November, 1940, we agreed to buy all Bolivian tin not already earmarked for Great Britain. A few months later, in the face of higher Japanese bids, an agreement was made to purchase Bolivia's entire tungsten output. Under the 1941 agreements with Brazil, Mexico, and Peru, we are buying the entire exportable surplus of a number of their strategic materials."

To aid in the financing of purchases of manufactured goods in the United States--goods they now can get nowhere else--and to develop new, untouched resources, the Export-Import Bank has granted loans and credits to eighteen republics of the Americas. These loans and credits total approximately 290 million dollars.

Actual exports thus far sent abroad under Lend-Lease hardly exceed 600 million dollars. The balance of the 1.2 billion dollars spent went for services rendered, for use in the United States in connection with air and other training programs, for repair of ships and for building munitions plants.

Some 2 billion dollars have been earmarked for aviation and contracts up to 1.7 billion dollars have been let. Few of these airplanes have been shipped abroad, but thousands will be delivered. For Lend-Lease ships and shipping 1.6 billion dollars have been authorized. Twenty-six shipyards are now turning out Lend-Lease ships, existing yards are being enlarged and new ones built.

Lend-Lease appropriations for war on land total almost 4 billion dollars. This will go for ordnance, tanks, for miscellaneous military supplies and for increased production facilities in the United States.

Washington, D. C.

Although civilians face drastic curtailment of many things for the duration of the war, minimum essentials such as food, clothing and shelter will be adequate, according to the report to the Nation just issued by Archibald MacLeish, director of the Office of Facts and Figures. The report was prepared at the request of President Roosevelt.

The last two years have yielded record crop and livestock productions with still greater increases likely for 1942, the report points out. Except for sugar, vast quantities of which may have to be diverted to the making of alcohol for war purposes, no rationing of food is likely at this time.

"In this we will be unique among all the warring nations of the world", the report declares.

Restriction of less essential civilian production is expected to divert an estimated 20 billions of productive capacity to war use. Plants will be converted not only from the manufacture of automobiles to making tanks, but from fountain pens to fuses, from rat traps to camp cots, from pipe fittings to hand grenades, from lawn mowers to shrapnel, from women's lingerie to mosquito nets.

To make certain that the available raw materials go for the production of first things--munitions--first, production cuts have already been ordered for radios, ice boxes, washing machines, lawn mowers, garden rakes, paper containers, fancy galoshes and juke boxes. Construction projects not vital to the war effort have been limited. The report forecasts more sweeping reductions by the new War Production Board to bring to an end the "plush days" of 1941 when more articles were produced for civilian consumption than ever before.

Ample provision has been made for spare parts and replacements to extend the life of durable machinery now in use in homes and shops. The production of new farm equipment was reduced to 83 per cent of normal. The quota for replacement parts was raised to 150 per cent. Since Pearl Harbor, cotton and synthetics are taking the place of silk for stockings and jute for burlap.

Inflation is always one of the problems of a war period. The Administration's determination to prevent inflation is reflected in a section of the report called "The Home Front", which includes a survey of efforts to date to control prices.

Between July, 1940, and December, 1940, inflationary price rises levied on the country more than two billion dollars in costs needlessly added to defense expenditures. During the first World War, the report recalls, more than 45 per cent of the total cost of the struggle resulted from inflation.

Living costs have been rising in the United States at a rate of 1 ½ per cent a month. If the spiral continues unabated, living costs in March of this year will have increased fifteen per cent since September, 1939, which means that "the great mass of people will have forfeited to inflation one day's wage out of every seven."

Because of the absence of specific price control legislation, the Office of Price Administration thus far has had to rely on informal methods of control. In December, the report discloses, these informal controls covered 35 per cent of the total value of wholesale goods. The effectiveness of these limited controls is evidenced by a statistical fact: Since September, 1939, uncontrolled prices have risen one third more than controlled prices.

In describing the war on the home front, the report summarizes other measures taken for our domestic security.

The Office of Civilian Defense has assembled a staff of experts on air-raid precautions, sending two missions to England. It has published 58 pamphlets and handbooks on civilian protection, of which five million copies have been distributed. Where in May, 1941, there were only 1,500 local defense councils, by late December there were more than 6,000 councils and 3,500,000 volunteers enrolled.

A Civil Air Patrol which will embrace 90,000 certified pilots, has been set up to take over all non-military missions now being performed by Army and Navy flyers. This will release them for combat duty.

We entered this war with a more effective machinery for dealing with enemy aliens and sabotage than we had in the last war. On the first day of war in 1917, only 63 alien enemies were taken into custody. More than 1,000 were apprehended by midnight on December 8, 1941.

Through the registration of more than 5,000,000 aliens which was largely completed a year ago, "we know how many aliens there are among us, who they are, where they are, and what they are doing," the report explains. "We realize that 95 percent of them are law-abiding and democracy-loving sojourners."

Emphasizing that sabotage is most effectively met by preventive methods, the report tells of the system of setting up protective facilities in defense industries and public utilities which was organized two years ago. Most of the explosions and fires that have occurred in plants making war materials have been the result of industrial accidents. Compared to a similar period in the first world war, thus far "there has been a negligible amount of sabotage."

Ninety-one government monitoring stations in this country and our possessions are patrolling the radio spectrum twenty-four hours daily to track down suspicious communications. Since July, 1940, more than 2,000 cases of illegal or subversive use of radio have been investigated. Twenty-three operators have been convicted and 75 radio circuits linked with Germany have been detected.

The final section of the Report discusses "Paying for the War." There it is estimated that 13,200,000 persons--the greatest number ever--will pay income taxes his March. The steady broadening of the tax base, the spreading of the cost of rming among more and more Americans, is shown by the fact that under the 1940 tax ct 7,520,000 persons paid taxes and that under the 1939 act 4,000,000 persons paid axes.

By the end of 1941 more than 2.5 billion dollars of tax anticipation notes ad been purchased by the public. These notes were issued last August by the easury as a cushion against the much heavier tax payments people will have to make his year. By January 1 about 2.5 billion dollars' worth of defense savings bonds ad been purchased.

Total net tax receipts for the year ending last July were 7.6 billion dollars, an increase of nearly 41 percent over the preceding year. In spite of these growing receipts, the Government has had to look to borrowing for an ever-increasing proportion of the cost of war. Our net deficit, which was 3.6 billion dollars in the fiscal year of 1940, is expected to exceed 12.6 billions by next July.

While the national debt has reached a record level, the average rate of interest the government is paying for the money it borrows has dropped to the lowest level in our history, from 2.566 percent in December, 1940, to 2.409 percent in December, 1941.

During last December spending for war rose to 1.8 billion dollars, representin 22 percent of the national income, which is "only a fraction of what we must do to survive as a free nation." The fiscal year of 1943, when we will spend 56 billion dollars, or more than one-half of our national income, will find our war effort comparing favorably with that of other nations. Britain today is diverting about one-half of her national income to war, while Germany's war effort is consuming about 60 percent of her income. The higher German rate, however, is made possible by the systematic looting of materials and finished goods from the conquered countries of Europe.

When will you file ? Bn

~~Anspacher~~
~~Phillips~~
Robinson

OFFICE OF PRODUCTION MANAGEMENT

Labor Division

For release not before 9:30 A.M.
Wednesday, January 14, 1942

PM 2174

ADDRESS BY
SIDNEY HILLMAN,
ASSOCIATE DIRECTOR GENERAL
OFFICE OF PRODUCTION MANAGEMENT

BEFORE

ANNUAL CONFERENCE OF U. S. CONFERENCE OF MAYORS

HOTEL MAYFLOWER
WASHINGTON, D.C.

JANUARY 14, 1942

Some fifteen months ago -- when last I had the privilege of addressing a meeting of your organization -- the people of our country had undertaken to spend a total of 18 billion dollars for national defense.

Today, as you assemble in Washington, Congress has just brought our appropriation for the war effort to the staggering figure of 53 billion dollars for 1942 alone.

This sum must be swiftly translated into 60,000 planes, 45,000 tanks, 8 million tons of shipping, and all the other military items called for by our President in his recent message to Congress.

But we must do more than turn them out. Our job will not be finished until the planes and tanks and ships and guns that we have built are in action against the Japanese in Malaya, against the Nazis in Russia, and against the Italians in Libya. This is a global war. Shipyards in Boston are linked inseparably with the defense of the Burma Road. The fate of Dakar may well be decided on a Detroit assembly line.

The deadline for this gigantic production and delivery schedule has been set for the end of December, 1942. You and I and the rest of us must give everything we have in hard work, in discipline, in devotion, to move up that deadline to November, and gain a month, this year, for 1943 production.

We have only begun to grasp the magnitude of the task that lies before us. We are facing the biggest production program ever assumed by any people in the history of war or peace. It will cost billions of dollars, and it will chew up great chunks of raw materials, and it will call for countless tools and machines. But above all, its successful completion will depend on the skill and enthusiasm and resourcefulness and ingenuity of millions of free American workers.

In December, 1941, five million of these workers were already engaged in war production. By the end of 1942, we must add at least 10 million others -- probably more -- to their ranks, making a total of more than 15 million.

To mobilize a labor force three times the projected size of our new Army, with even more diverse functions, isn't going to be easy. It is more than a matter of routine assignment of workers to jobs. It involves training those workers to the point of highest effectiveness in war production.

It calls for careful planning in letting war contracts, in order to avoid mass migration and undue concentration of orders in too few industrial centers. It means the orderly transfer of workers from non-war to war jobs. It means consideration of housing, sanitation, and transportation questions in hundreds of communities throughout the United States.

Let me outline to you briefly what the OPM Labor Division has accomplished to date in meeting this many-sided problem.

In September of 1940, for example, when you last assembled, 107,000 workers were receiving vocational training. Today, as we go into 1942, nearly 3 million workers have received job training in 1200 public vocational and trade schools, 155 colleges and universities, and 10,000 public school shops.

In addition to this vast program of pre-employment training, the Labor Division has installed Training-Within-Industry programs in plants employing more than 2,700,000 workers, thus upgrading their skills at the same time that they are producing war weapons.

Now, we must heighten and enlarge all our previous activities in the field of labor supply and training. We must train many more women workers to take the places of men called into the armed services.

We must swing wide the doors of industry to every loyal and patriotic worker, regardless of race, creed, color or national origin. We must do this not only to serve the material purpose of ever-increasing out-put, but also for the spiritual purpose of ever stronger democracy.

In fact, we must re-direct and revitalize all our resources, and we must be prepared for whatever hardships and dislocations may occur in the process.

In this respect let me assure you that war officials in Washington are aware of the problems that such upheavals in our industrial structure may create in communities, both large and small. There are places where industrial activity has been curtailed and where immediate conversion to war production is difficult. This means unemployment and temporary economic distress. There are other places where war industries have expanded so rapidly that the influx of new workers is creating all the social problems of crowding and congestion.

In total war, casualties on the industrial front are as inescapable as they are on the battlefront.

In Washington we shall do all we can to minimize those hardships, through a concentrated attack by all the agencies concerned.

Only by cooperation on the part of representatives of management, labor and government can we accomplish the giant production task now before us.

Spokesmen for both management and labor now meet and consult with the chiefs of the OPM industry branches on all questions relating to the most effective contribution of that particular industry to the war effort.

Perhaps nothing could illustrate this problem in industrial engineering so dramatically as the conversion process now going forward in the automobile industry -- a process which will completely transform this greatest of all peacetime industries into what may be a decisive factor in this whole conflict. The recent creation of a seven-man committee for the automobile industry, with three management and three labor representatives, and an OPM chairman, has made it possible for all three to participate actively in the change-over of the auto industry from civilian to war production.

In this whole activity, the final authority of course remains with the government, where it belongs. No single individual or group has a monopoly on industrial know-how, on constructive ideas. By means of our present arrangement in the auto industry, we are enabled to pool the experience, the technical knowledge, the ingenuity of government experts, workers, and management under a centralized direction.

We dare not take our time about conversion. A worker not yet transferred to a war job, a plant not yet converted to war out-put, must be reckoned in terms of planes and guns not produced, of keels not laid, of vital weapons of war neither fabricated nor delivered.

To carry out the program outlined in the President's recent message must be the primary concern of all of us for 1942. No personal interests -- on the part of anyone or any group -- can be allowed to hinder the fastest possible completion of our task. We must do it boldly, whatever the cost, whatever the sacrifice. We must be prepared and willing to do without many things to which we have been accustomed.

You know and I know that conversion from civilian to war purposes is going to cause many dislocations for workers, for business men, for whole industries and for whole communities. There will be unavoidable temporary unemployment. No one group alone must be allowed to bear the brunt of the economic readjustments that will be necessary. The war effort is a national effort. We all have a stake in it. The cost should therefore be borne, not alone by the two or three million most directly affected or by their towns and cities, but by the whole national community.

We in Washington are now working on a program designed to see to it that no individual or municipality will be called on to assume a disproportionate share of this temporary burden.

But we must do more than bring all our facilities into war production. Once having enlisted them in this primary endeavor, we must see that they produce 24 hours a day, 168 hours a week. We cannot reach the production goals which the President has defined unless we have continuous operation of every war plant. Our industrial capacity, after all, must be measured not only in terms of materials, and machines, and manpower. There is a fourth dimension, and that is time. The time factor is crucial to success. Unless we keep our plants going full blast, unless we stagger our working force around the clock, every hour, every day, we shall not be doing what we must do if our war effort is to succeed.

In our present all-inclusive conversion process, the importance of training for war workers cannot be overemphasized. Today's warfare is more than a war of machines. It is a war of machines within machines, of apparatus infinitely complex. The weapons of today's war call for new blueprints, new engineering, new uses of raw materials, and new working skills. It is just as important to successful production to give our workers those skills as it is to provide the machines and materials.

Throughout this period of readjustment, it is your responsibility as municipal leaders to adapt the facilities and services of your cities and towns to the needs of war.

If there is an idle plant in your community, it is up to you to let us know about it, quickly and in full detail. After all, what you have heard from us here in Washington is less important than what we hear from you. No one knows your community -- its resources and its potentialities -- as well as you do.

The effects of conversion do not stop at the factory gate. You will have to deal with increasingly difficult problems of traffic and transportation, of health and education.

We must make available to the newly arrived war workers every civic facility we may have or bring into being. They may not wear uniforms, but their contribution is no less crucial to our military success than that of our armed forces.

No group can make a more important contribution than you mayors can make. Cities and towns are still the basic units of our democracy. The spirit of the whole nation is only the sum-total of the hopes and faith and devotion to the common cause, of every neighborhood and every street, every block and every home, and every person in every community in the United States.

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OFFICE OF PRODUCTION MANAGEMENT

Labor Division

For Immediate Release
January 13, 1942 L-36

The number of employees in American war industries will be tripled before the end of the year, bringing the total to 15,000,000 workers, Sidney Hillman, Associate Director General of the OPM, has announced.

The nation now has a total labor force of 53,300,000 to draw upon, according to Mr. Hillman, and of these, nearly 41,000,000 are in non-agricultural employment. Employment in manufacturing, mining, construction, transportation and public utilities totals about 20,000,000.

Between 5,000,000 and 6,000,000 men and women not normally employed will be drawn into the labor market to supplement the available force of workers —— the men and women behind the man behind the gun.

The largest immediate source of war industry labor is the present working force in the big civilian industries, such as rubber and autos, which are being converted 100 per cent to war production.

Another important reservoir of labor for war production is in the civilian factories and industries, whose machinery is not convertible to war production, but those employees can quickly be transferred to war projects and factories.

Emphasis has been placed during the eighteen months of rearmament upon the maintenance of the social and economic gains of labor, including improved standards of work and the recognition of labor's rights to organize and bargain collectively. Specifically, the retention of the 40-hour workweek has been stressed, except in a few situations where immediate full production required over-time. All industrial overtime, of course, is paid for at the legal time and one-half rate. The 168-hour-a-week continuous production schedules now being put into effect generally, are being attained by the establishment of fourth and "swing" shifts, which are made possible by America's great reservoir of workers.

No formal schedule of future employment has been worked out for the employment expansion, but on the basis of the President's war budget submitted last week, plans are being made for war labor on the following basis:

1. Adding five million workers to the war effort in the next six months, bringing the total to 10,000,000 by July 1.

2. Adding another five million in six months, to make a total of 15,000,000 by December 31.

3. Three or four million additional in the first half of 1943.

Industrial experts point out that the greatly increased volume of planes, ships, tanks and guns requested by the President in 1943 can easily be attained once the mass-production machinery of war production is set in motion. In war production recently as well as in civilian industries such as automobiles, it has been proved that these factories, after three to six months of actual production, can step up their production rate tremendously. In some instances, a production rate has been exceeded by many times after the assembly-lines were properly organized.

Even with this factor in mind, however, it is planned to increase the war labor force as fast as possible, and in pace with the expanded and converted factories and raw materials which are available.

Training programs are being expanded as rapidly as possible to provide foremen and supervisors for the new and converted factories. During the eighteen months of the pre-war defense effort, more than 2,500,000 persons were enrolled for specialized training aimed to fit workers for war production. In addition, the plants with war and defense orders were encouraged and assisted by the government in the establishment of in-plant or training-within-industry programs.

The 1200 public vocational and trade schools, 155 colleges and universities, and 10,000 public school shops, are taking part in the training programs, which are now being put on a 24-hour-day, seven-day-week basis. The outbreak of war brought floods of workers to the schools to take courses to prepare them for war jobs. The most popular courses preparatory to such employment are in welding, aircraft riveting sheet-metal working, machine shop work and ship-fitting.

Vocational training courses for defense workers are of two types, one, supplementary courses to up-grade employed workers, and two, pre-employment training for unemployed workers.

The supplementary courses, which tie into the Training-Within-Industry Program, have increased from the first month's enrollment of 25,000 to a December 1 enrollment of 179,140. During the eighteen months this program has operated, 835,400 have been enrolled.

It was planned to train 900,000 in 1942 and in these supplementary courses, but the war makes it necessary to expand the program far beyond this figure.

The retraining of displaced workers is assuming constantly greater proportions.

During the seventeen months of this program, 712,000 have been enrolled and 127,264 were taking such courses on December 1. Included in this number were 133,490 WPA workers, 89,089 of whom have voluntarily left WPA to accept employment.

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FOR RELEASE ON DELIVERY

WAR PRODUCTION BOARD

LABOR DIVISION

Immediate Release L-40

To Labor Press Editors:

The attached round-up of labor news from the Labor Division of the War Production Board is the first issue of a weekly summary that will be mailed to you from Washington each Saturday. Together with reports of labor's participation in government war councils and other activities, this digest will regularly include material issued especially for the labor press by the War Department.

Herbert Harris
Special Assistant to Sidney Hillman

WAR PRODUCTION BOARD

LABOR DIVISION

Immediate Release L 40

LABOR AND THE WAR

Labor's interest in the changing scene in official Washington centered chiefly on three events this week: (1) concentration of the nation's war effort in the new War Production Board and the simultaneous reorganization of other war agencies; (2) plans for a "layoff wage" for workers thrown temporarily out of work while industry converts its machinery from civilian manufacture to war production; and (3) plans for a six-day, 48-hour work-week agreement with shipyard workers in the Atlantic, Gulf and Great Lake Zones.

(1) WAR PRODUCTION BOARD

The new, streamlined coordination of all government production agencies under the War Production Board constitutes a guarantee that labor's recent demands for greatly intensified war production will be answered quickly.

The new alignment of production agencies brought about the extinction of OPM whose functions are now being taken over by various War Production Board divisions set up by Donald M. Nelson, WPB Chairman.

At his first press conference this week, Nelson told reporters, "Labor ought to have an equal voice" in all the activities and decisions of the War Production Board. He added that the labor representatives with whom he had worked were "sensible men with good ideas."

Sidney Hillman, trade union leader, co-director with William Knudsen of the replaced OPM, and now head of the new War Production Board Labor Division, was given high praise by Nelson. Asked by a reporter whether any important changes were being considered for the Labor Division, Nelson said, "Hillman knows the situation. Anything that is done will be done with his advice and consent, because I have such supreme confidence in him."

Turning to the problem of obtaining a sufficient supply of skilled manpower for the rapidly expanding war production program, Nelson declared, "We're going to need a lot more training and a lot more skilled labor." Training programs initiated by the OPM Labor Division are expected to be expanded and intensified along lines projected before OPM's dissolution.

War production must be spread as much as possible without losing speed, Nelson asserted, and every available plant must be utilized. This, he declared, means more subcontracting and more pooling of orders and work. The national economy must be kept as sound as possible in order to do the war production job as quickly as possible and to ensure our quick recovery after the war is over.

Primary job of the War Production Board, Nelson stated, will be one of "constant review" to determine whether production is keeping up with the President's "Victory Program."

Eventually, he continued, every industry in the nation, with the exception of the commodities groups will be set up under the WPB's Industry Operations Division. The producers of commodities, he pointed out, "have no problem of conversion."

The War Production Board's organization shapes up in this way: the Labor Division, headed by Sidney Hillman; Production Division, headed by W. H. Harrison; a Progress Reporting Division; headed by Stacey May; a Requirements Committee, headed by W. L. Batt; a Division of Planning; a Division of Statistics, also, headed by Stacey May; a Purchases Division; Materials Division, headed by W. L. Batt; Division of Industry Operations; Civilian Supply Division, headed by Leon Henderson; Administration Division; Legal Division; and Information Division, headed by Robert W. Horton.

(2)

The Layoff Wage

Proposals by a score of unions and union officials that a "layoff wage" be paid to workers temporarily thrown out of work while their industries convert from civilian manufacture to war production bore fruit in Washington this week.

Sidney Hillman, director of the War Production Board's Labor Division, drafted a program providing payments up to $24 a week for disemployed workers being retrained for new defense jobs.

Shortly after the announcement of Hillman's proposal, which was based on the recommendations of many labor leaders whose unions have been affected by priority unemployment, President Roosevelt asked Congressional leaders to draw up legislation to make funds available for the "layoff wage" payments. At the same time it was learned that the Budget Bureau had earmarked $300,000,000 for the plan.

The payments, which will be made thru state unemployment compensation boards, will continue for 26 weeks, and will be computed at the rate of 60 per cent of the normal weekly wage.

An estimated 4,000,000 workers may receive the "layoff wage" to help them over the period of unemployment required for industry's changeover from civilian manufacture to war work. The program is expected to prevent labor migration and contribute thousands of skilled workers to the nation's rapidly expanding war industries. Only workers who undergo the training courses for war production work will be eligible for the "layoff wage", it was emphasized.

(3)

Two Ships A Day

The production record of the nation's shipyard workers is one of the brightest spots in the recent history of the nation's war effort.

The battleship, South Dakota, was launched seven months ahead of schedule. The cruiser, Atlanta, was launched eight months ahead of schedule, and its sister ships, the Santiago and the San Juan, five months before they were due.

The achievements of the shipyard workers is a guarantee that President Roosevelt's 1942 program calling for 8,000,000 tons of merchant shipping will be fulfilled. This means a production rate of two ships a day.

Much of the credit for the brilliant record of the shipyard workers must be given to the shipbuilding stabilization agreements which set up minimum wages and hours standards and barred strikes and lockouts.

A tentative wartime agreement on a six-day, 48-hour week for West Coast shipyard workers will be extended to workers in the Atlantic, Gulf and Great Lake Zones in the near future, according to an announcement by Sidney Hillman, head of the War Production Board's Labor Division.

Designed to meet and exceed the "two ships a day" program, the agreement will put shipbuilding on a 24-hours-a-day, 7-day-week production schedule, with staggered shifts providing of one day of rest weekly for each worker. Time and one-half overtime will be paid for all work over 40 hours a week.

"Thru extension of staggered shifts and the six-day, 48-hour week to all American shipbuilding facilities, Hillman declared, "we will achieve all-out around the clock production by our 370,000 shipyard workers."

WAR PRODUCTION BOARD

LABOR DIVISION

Immediate Release L-40

(The following War Department announcements are released to the Labor Press through the WPB Labor Division):

The Hon. Robert P. Patterson, Under-Secretary of War, this week paid tribute to the "remarkable co-operation" which the War Department is receiving from all branches of labor working on war production, and said that efforts would have to be redoubled during 1942 if the President's victory program was to be realized.

Referring to American workingmen and women as "our soldiers of production," he said:

"To start a victory tide surging forward, there lies ahead of us in 1942 a stupendous civilian effort. Every available worker, every idle inch of factory space, every smallest tool, must be brought to their fullest fruition."

"Last year, we accomplished miracles of speed. Starting with only a blueprint of an armament system, we succeeded almost overnight in establishing vital defense plants in strategic locations throughout the country. And I might add that they are first-rate production plants."

"I wish to place all emphasis on the remarkable cooperation we are meeting from all branches of labor working on victory contracts. Without this cooperation, our entire program would be a failure. With labor pouring out its utmost energy and initiative, we can move forward quickly and decisively towards our goal of victory production."

"Our program of victory is going to require unprecedented energy on the part of both our soldiers in the front lines and our soldiers of production."

In preparation for increased defense construction activities under the Victory Program, the Army has purchased more than 700,000,000 board feet of lumber in January, the War Department announced today. Within ten days, 240,000 kegs of nails were ordered.

There were 1,240 publicly financed homes for families of defense workers and enlisted personnel completed during the last week in 1941, making a total of 63,684 such homes completed during the present emergency.

Federal funds have been allotted for 129,154 defense homes.

The War Department Division of Procurement Information, Labor Information Section, has a library of Army motion pictures available for free showing at trade union meetings, it was announced today by Lt. Col. A. Robert Ginsburgh, head of the division. These may be obtained by writing him at Room 5110, New War Department Building, Washington, D.C.

The War Department has been notified that American construction workers in Bermuda have raised a fund of $10,000 to buy war equipment for Uncle Sam.

Col. Donald Armstrong, chief of ordnance in the Chicago ordnance district, reported 300,000 defense workers in his district celebrated the New Year holiday by working to produce arms and ammunition.

British Troops are so enthusiastic about American Army Thompson sub-machine guns, they have nicknamed them "the glamor guns of World War II."

A little girl in Menominie, Wis., wrote to Under-Secretary of War, Robert P. Patterson suggesting that her brother, Pat, 8, would make a good soldier. "He is always fighting with my brother, Jim, and I," she wrote. "All you have to do is give him a club."

Matthew Westphal, an employee of the Westinghouse Lamp Division at Bloomfield, N. J., has suggested changes in the manufacture of gunsight lamps for the Army which increased production 2000 per cent.

When 130,000 employees of the New York Central system started to raise a fund to buy bombers for Uncle Sam, the War Department announced that the government could accept contributions, providing they were not restricted as to the specific use to which they could be put.

For release
January 25, 1942.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

(WO 42-5)

WOMEN AT WORK

Special Feature Service

Mary Anderson, Director, Women's Bureau, U. S. Department of Labor

No. 7

THE WOMAN WORKER LOOKS AHEAD

We nominate for the role of discovery of the year, the woman worker. Until a short time ago considered in certain quarters a person of limited usefulness, the woman worker is now being hailed for her nimble fingers and agile brain, and recommended for almost all kinds of employment.

Properly speaking, her rise to prominence begins some months ago when the factories being built or remodeled to turn out ammunition, guns, tanks, and planes were nearing completion. Owners and managers looked around for workers for their expanded program or their new plants, and the hiring of women appeared a possibility to some manufacturers. A few tried women out and enthusiastically reported on their performance. Government arsenals which even prior to the defense program had hired some women had by July 1941 practically doubled the number helping to make small arms and artillery ammunition and offered striking testimony of women's efficiency and ability. One or two large aircraft factories hired several hundred women to work on a variety of processes. And so it went until war came and the country suddenly realized that with increased production and with millions of men either in uniform or needed for more skilled work it was going to be up to the woman worker largely to "keep 'em rolling."

This story is even more significant when told in detail. It starts back in May 1940 with the Women's Bureau (set up during the last World War to promote the most effective use of women in the manufacture of arms and at the same time to safeguard women's interests) making plans to "sell" the country on the desirability of women workers in defense industries. In those days there wasn't much encouragement given to such an undertaking, but fortified with the knowledge of what the women of 1917-18 had done last time when many had dropped their household tasks to take over munition making, representatives of the Bureau visited a number of plants working on defense contracts.

They found out many things. One development in particular was quite illuminating. A number of manufacturers were willing to try out women workers, but there was also a catch to it all as in many instances they could use only trained women workers.

This confirmed an opinion long held by the Women's Bureau that women in order to be given an opportunity to secure defense employment must be trained. To bring about the inclusion of women in the Federal training program the Bureau in November 1940 called a conference in Washington of the members of the two Advisory Committees to the Bureau and of interested Government officials such as N.Y.A., W.P.A., National Defense, and Office of Education representatives.

Everyone was exceedingly frank and felt free to talk the problem over without restraint. Union representatives from industrial areas had first-hand knowledge of the chances for women to secure training. The picture they painted was not bright.

In one large industrial center women workers seeking employment on defense contracts with a certain firm had been denied access to the training-school classes being conducted in that community. It was asked immediately if this company customarily employed women and the answer was that they did and that at the present moment in this plant women were doing soldering, all kinds of assembling and running punch presses.

News of these difficulties besetting the woman worker affected the conference as nothing else could have done. The representatives of trade-unions and women's clubs left the meeting resolving to insist that both sexes be admitted to training classes. At the same time the Women's Bureau pledged itself to redouble its efforts to bring to the attention of people in key positions the need to train women workers.

It was also apparent to the Bureau that the job of "selling" the Nation on the value of its women workers involved a continuing investigation of defense industries. Constantly the country had to be apprised as to just what kinds of jobs were required to turn out weapons and instruments of war and how women could be used in their manufacture. The same agents who had looked in upon eastern factories earlier in 1940 retraced their steps.

They asked foremen and supervisors how many workers they were putting on and how many of these were women. Many of these men previously had been frankly skeptical about the use of women in their plants. One or two had insisted that women couldn't possibly do such and such a process. When reminded that a neighboring concern used women very successfully on the same process they had promised to look into it. Now some of them told of doubling the employment of women, in others the number of women had increased 50 percent.

Next the aircraft industry was studied. Every step in the complicated job of building air frames and assembling planes was viewed. Making these big ships is something like putting together a giant puzzle. At first there are only huge sheets of metal on factory trucks but very quickly these sheets are cut for fuselages, control surfaces, wings, cowlings, and so on; then machined, further processed and sent to be assembled; and finally all of these component parts are brought together and there are the bulkheads, ribs, metal surfaces, windshields, cabins, tails, wings,etc. Viewed all at once it gives the impression that giant hands are accounting for the transformation from sheet metal to the glistening bulk of the modern bomber, but closer inspection reveals that actually the finger and brain power of thousands of workers are used through the medium of a multitude of processes in the construction of a plane. Naturally some of these processes are not suitable for women, either because they are beyond their strength or because they require lengthy experience and training which the work will not permit, but Women's Bureau representatives estimated that at least one-fourth to one-third of the jobs in the aircraft assembly plants might be filled satisfactorily by women.

Women's Bureau representatives also visited Government arsenals where ammunition for a wide variety of guns is made or at least put together. The assembly line technique is used here, too. Innumerable steps go into turning a tiny metal slug into a shiny cartridge. Even powder bag loading which sounds as simple as filling up a flour sack has its many separate stages. It was believed that of the jobs in the manufacturing of small arms ammunition, judging by the proportion of women in a large Government arsenal, at least 40 percent of the jobs and in the manufacture of artillery ammunition over 50 percent of the jobs could be done by women.

Instrument-making plants next were given special attention. These are factories making instruments for aircraft, for military medical units, for fire control (aiming and firing of guns, torpedoes and bombs). Intricacy is the word for these little gadgets. Many of them are small in size, light in weight, and as complicated as a Swiss watch. To put these together requires infinite patience and painstaking care and, of course, women with their legendary skill at work which requires attention to detail are ideal for these jobs. Their ability to work at precise tolerances, though less well known, also qualifies them especially for this work. In some of the plants visited women made up about half of the labor force. In the assembly of aircraft instruments alone, it was felt by the Bureau agents, women could do 75 percent of the work.

Not a moment was lost in releasing the reports on each of these industries. Bristling with technical and scientific terms the information was made available to the public. And it was snapped up by management and labor alike--by some of the largest corporations in the country, by trade journals, personnel experts, labor publications, labor leaders, all kinds of people.

All during this time the Women's Bureau staff was at work on another angle of the same problem. Mindful of the experience of World War I and the need to develop immediately standards for women workers conducive to their health, safety and efficiency, the Bureau released three special defense bulletins, "Effective Industrial Use of Women in the Defense Program", "Lifting Heavy Weights in Defense Industries", and "Safety Clothing for Women in Industry."

By late summer the necessity for opening up defense industries to women workers was particularly acute. Priority unemployment, as the lay-offs in plants deprived of raw materials are called, was appearing throughout the Middle West. Hardest hit were the women workers who in many instances were the first employees to go.

Spurred on by word of dismissals which ran into the thousands the Women's Bureau increased its activities. A number of "dollar-a-year" women stationed in the various regions volunteered their services to do additional work and to act in cooperation with the local representatives of the Office of Production Management. The Bureau Director as a member of its National Labor Supply Committee and Chairman of its subcommittee on utilization of women now urged decisive action to see that the "priority unemployed" women be absorbed.

In the autumn of 1941 the tide began to turn. A certain aircraft manufacturer praised publicly his women workers, stressing their skill and aptitude and predicting that there were very few jobs in his factory to which women couldn't aspire. Then came a California aircraft plant with a report that their several hundred women employees are "not only manually dextrous and invariably diligent, but they are also exceptionally intelligent and well capable of handling a good day's work." Their officials even went so far as to claim that women are more suitable than men for certain types of work because of their adroit and expert finger dexterity. Hard on the heels of this encouraging news was the statement by Lt. Col. Battley, Chief of the Labor Division of the Office of the Undersecretary of War that "women can fill many types of jobs not only as well as men, but better than men." He also declared that in many other types of activity women can be used with relatively little difficulty, once inertia and prejudice against their use is overcome.

So by the time Pearl Harbor was attacked the figure of the women worker had grown considerably. When war was declared she took on even added stature. All eyes turned across the water to England and saw there a country in which the women had literally saved the industrial life of the Nation. A grim and determined America realized that it was work and fight from now on and that probably the women would do a growing share of the working.

It is these astonishing developments that the woman worker finds as she looks ahead. She sees that the last 12 months have given her a new role and have opened up to her a new period of usefulness. And she is proud, very proud--although she is aware that it will involve hardships, and sacrifice--to be a part of a great country which is itself making sacrifices and in being one with a nation which is fighting for its freedom and the freedom of others.

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Return quickly to ~~[illegible]~~ ~~[illegible]~~ ~~Phillips~~ ~~Robinson~~

ADVANCE RELEASE: For SATURDAY MORNING PAPERS, March 14, 1942

WAR PRODUCTION BOARD

LABOR DIVISION WPB 525

War contractors must "consider the employment of women with an open mind, and recognize that there is, as always, a training job to do," declares a bulletin released to contractors and Labor Division field men today by Sidney Hillman, Labor Director of the War Production Board.

Prepared by the Training-Within-Industry Branch of the WPB Labor Division, under the title "Increasing War Production Through Employment of Women," the bulletin suggest methods for fitting women workers into the war labor force as rapidly and efficiently as possible. One part of it briefly outlines steps necessary in their training for war jobs.

In a foreword, Channing R. Dooley, chief of the Training-Within-Industry Branch, states:

"Employing women in war industries in increasing numbers is inescapable. Employing a woman for any job that she can do, or can learn to do, will release a man either for work not suitable for women or for active armed service..."

The bulletin is based on the experience of a number of American industries employing a considerable force of women, and on the experience of the British in using women in war production.

Highlights of the bulletin follow:

"In general, women will not add to the supply of skilled labor but they do present a large and promising source of workers for a wide variety of operations...Curtailment of civilian production releases numbers of women with varying degrees of skill. These women are available for retraining for war production work.

"Introduction of women workers in industries or plants where they have not previously been employed will often mean that women will actually be put on 'men's work.' It will not always be a simple placement and training process--but, when the snags are anticipated, British experience shows that remarkable results are achieved.

"Many states have 'protective' legislation which sets standards for working conditions for women, limits hours (both as to length and time of day), and restricts occupations. In some state provisions have been made to permit modification of standards where necessary for war production. State laws covering a particular plant should be checked as the first step. The Industrial Commission or the State Secretary of Labor can supply specific information.

"There are some physical limitations for women. As a means of overcoming them, mechanical aids may be used; for example, in load lifting, roller conveyors and pedestal lifts are helpful. Tools may need to be scaled to women and benches made lower for assembly workers.

"The safety records of women are better than those of men.... The safety engineer who selects caps and jumpers will do well to consult with the women who will wear the clothing. His interest may be in finding a cap which will insure that hair will not catch in a machine, while the employee may also be concerned about a cap which will protect hair from dust and not ruin a new hair-do.

"Women do not change jobs as often as men. Good supervision, satisfactory working conditions, adequate wages, and fair treatment will hold women to their jobs and thus, by decreased turnover, reduce overall training time.

"Women as first-line supervisors can sometimes handle routine departmental problems concerning women more easily than men, and women can train women. The opening of even minor supervisory positions to women will provide a promotion incentive."

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WAR PRODUCTION BOARD
Labor Division

For Immediate Release
Tuesday, January 27, 1942

WPB 51

More than one million American women will be needed to work on the production of war materials, Sidney Hillman, Labor Director of the War Production Board, said in a statement released today and featured in the February issue of the Ladies Home Journal.

The statement follows:

"Airplanes can sink battleships. Women can build airplanes. War is calling on the women of America for production skills. The President has stated it is the policy of this Government to speed up existing production by operating all war industries on a seven-days-a-week basis.

"Women will be called to work on the production of war materials in greater numbers than ever before. More than a million will be needed in our 'long, hard war'.

"Women can do almost anything in war-time production.

"Here, as in England, they are already employed in airplane plants, ammunition plants, ordnance, fuse and powder plants.

"Millions more will be needed in this 'long, hard war'.

"A few of the things women can do to prepare themselves for the task ahead:

"1. If a woman has had factory experience, and is interested in immediate employment, she should register with the nearest office of the state employment service, which is informed of labor needs in defense plants.

"2. If she has had no experience and needs training for employment, the local public employment office can advise on available facilities for free training.

"3. Be sure she knows what she can do best to contribute to the most important war task in her community.

"4. Direct her attention and her energies to the most important war task in her community.

"5. She should not leave her community unless she is certain there is no job for her there, or leave without assurance that there is a job some place else for her.

"Victory calls for the best use of all the heads, the hands and the hearts of a united nation."

MOBIZATION POLICIES - FEB. 1942

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WAR PRODUCTION BOARD

LABOR DIVISION

L-47

For Immediate Release
February 20, 1942.

(Labor Editors: The following is a weekly round-up of news from the Labor Division of the War Production Board.)

LABOR AND THE WAR

1- Speed in the Shipyards
2- The War Labor Board Works Hard
3- An Army of Women
4- Negro Workers Filling Defense Needs
5- Consumer Information Centers
6- Strikes
7- Heels to Halt Heils
8- Trained Men for Defense Work
9- Labor News from the War Department

SPEED IN THE SHIPYARDS

Ships are sliding from the ways in ever increasing numbers as the nation's shipyard workers prove their mettle in responding to President Roosevelt's 8,000,000-ton production goal for 1942.

A mighty shipbuilding program of two merchant ships a day this year and the "best and biggest tanker fleet in the world at the end of 1943" was announced at hearings before the House Appropriations Committee.

"Unions have been cooperating fully" in the shipbuilding effort, Rear Admiral Emory S. Land, chairman of the Maritime Commission, appearing before the Committee, said. Sidney Hillman, War Production Board Labor Director, lauded the shipyard workers, pointing to their round-the-clock efforts as "setting a praiseworthy pace for all war industries."

"The shipbuilding cup is full to overflowing," Admiral Land told the Committee in outlining a program that contemplates construction of 2,877 major vessels at an aggregate estimated cost of $6,704,464,056, part of which already has been appropriated.

Of the total, Admiral Land explained, 1,972 ships are in the Liberty or "ugly duckling" class. Three-hundred-and-twelve "ugly ducklings" are scheduled for immediate construction and an additional 1,660 are in the long-range building program.

WAR LABOR BOARD WORKS HARD

The National War Labor Board successfully met the first defiance of its authority this week in a dispute between the Federated Fishing Boats of New England and New York, Inc., and the Atlantic Fishermen's Union (AFL) over the

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question of war risk insurance. The Board held that the employers' "obvious lack of appreciation and understanding of the patriotic obligations which they owe America today in keeping war production going" made it impossible for the Board to hold a hearing on the merits of the dispute. Because of this defiance, the Board termed the controversy a "lockout." It had held up 50 boats and 800 fishermen in Boston harbor for the past month and resulted in a loss of 19,000,000 pounds of fish.

Three days after the decision was made public, the employers notified the Board that they would comply with the decision and resume normal operations.

In another decision, the first decided on its merits, the Board narrowed the North-South wage differential in the plants of the Aluminum Company of America and ordered night shift bonuses in the company's New Kensington, Pa., plant. A total of 18,925 men in three plants were involved in the dispute. The union had demanded complete abolition of the 18-20 cent differential in the starting wage existing between Alcoa's Southern and Northern plants and had asked a 10 cent bonus for night shift workers at the New Kensington plant.

The Board decided upon a 7 cent an hour increase for beginners with corresponding adjustments for other Southern workers, while at the New Kensington plant the Board awarded bonuses of 3 cents an hour for 3 to 11 p.m. workers and a 5 cent bonus for workers on the 11 p.m. to 7 a.m. shift.

In its first month of operation the new WLB had four times as many labor disputes referred to it as were received during the first month the old Defense Mediation Board existed.

A survey showed that the Board, at the end of its first month, had received 65 cases involving some 779,530 workers. The Mediation Board had 15 cases affecting 37,254 workers referred to it within a month after its establishment.

Most important factor in the increase of the new Board's case load was the no strike-no lockout agreement reached by labor and management as a wartime measure, resulting in mediation rather than work stoppages.

AN ARMY OF WOMEN

A land army of women is needed to meet agricultural labor requirements in the nation and in specific areas where shortages in farm labor are developing, it was announced at a meeting of representatives of the Department of Agriculture and U. S. employment agencies this week.

Women will especially be needed in 1942 in the seasonal crops and food processing phases of agricultural work. The need will vary from area to area, but will be most urgent on the East and West coasts, in the South and in parts of the Middle West.

Women will be needed not only in agriculture, but also in a wide range of occupations, according to a report given to Sidney Hillman, Labor Director of the War Production Board, by Lt. Col. N. A. Burnell, head of the WPB Labor Division's Defense Training Branch.

Women will be referred to defense training courses on the same terms as those governing male workers, Col. Burnell said. "Selection is to be on a basis of qualifications for the occupation. Due consideration must also be given to the physical requirements of the occupations."

A rapid change in the attitude of employers toward the hiring of women was also reported to Mr. Hillman. Plants are preparing to hire women in increasing numbers in the near future, Burnell discolosed.

NEGRO WORKERS FILLING DEFENSE NEEDS

Employment of Negro workers in many small shops throughout the country who are losing their white workers to larger companies is now a definite trend, Dr. Robert C. Weaver, chief of the Negro Employment and Training Branch of the War Production Board's Labor Division, told Sidney Hillman, WPB's Labor Director.

A small lathe machine shop in Ohio had great difficulty in keeping its precision workers. Men constantly left to go to larger contractors. This problem was solved when the shop began to hire Negroes.

A bronze and aluminum company in Ohio has been making profitable use of the WPA training program. Last week they hired 51 Negroes as grinders, floor moulders, squeeze moulders and core makers. And in Kansas City a plane plant promoted four Negro trainees to inspectors of materials.

A large automobile factory, now converted to defense purposes, has recalled practically all of its Negro and white foundry workers laid off during conversion.

In Cleveland 30 Negroes were hired last week as metal polishers and truckers to work on precision machinery.

One of the large West Coast plane factories has employed over 300 Negro workers in various capacities, mostly on production. When the 100th worker was hired, Joe Louis was called to induct him into the job.

Another aircraft plant has 50 Negroes, mostly on skilled jobs on the assembly line, while a St. Louis ordnance plant began a system of upgrading this week for its 450 to 500 Negro employees.

CONSUMER INFORMATION CENTERS

Trade unions have been setting the pace in establishing consumer information centers designed to serve as clearing houses for information on such subjects as how the worker can stretch his consumer dollar and what foods are best buys. Of the 53 consumer information centers now open, 35 are in union headquarters. Many of these centers are staffed by the Workers' Service Project of the WPA.

Fifty-three key labor men are already active on consumer committees in state and local defense councils in Massachusetts, Minnesota, Michigan, New Jersey, New York, Ohio, Rhode Island, Pennsylvania and Utah. A number of union representatives are chairman of consumer committees in the local defense councils.

STRIKES

While the week ending February 18 found more strikes than any time since Pearl Harbor, one of the stoppages settled during the week was termed a "lock-out" by the National War Mediation Board.

Thus during the past week 16 disputes, covering 14,600 persons, were adjusted with the cooperation of the various government agencies. In eight cases involving 11,800 workers settlements were reached without a strike, and in eight disputes involving 2,800 men the parties reached agreements to resume work.

At the present time there are five strikes involving 3,900 workers.

HEELS TO HALT HEILS

Alert to the nation's war-time needs, a shoe-workers' union recently proposed to Sidney Hillman, WPB Labor Director, that collection of worn rubber heels be included in the current Scrap Salvage Drive.

The union was commended for its initiative by Frank E. Haas of Labor Division's Conversion Section, who advised cooperation by the union with local Salvage Committees.

A representative of the union, in a letter to Mr. Hillman, estimated that 240,000,000 pairs of heels, totalling more than 80,000,000 pounds, could be salvaged yearly.

TRAINED MEN FOR DEFENSE WORK

In the conference room of a machine tool factory ten veteran foremen and one outsider were holding a meeting. It was a peculiar meeting. One foreman was showing another foreman how to assemble a common hacksaw -- a simple gadget -- one you can buy in a store for a quarter. The others watched closely, made notes, awaited their turn at explaining some simple job to the others. The eleventh man, the conference leader, was a War Production Trainer.

All over the country meetings like this are going on. War Production Trainers train foremen to train workers. Men learn new jobs while they are employed. Men are "upgraded" in skills, and new men are brought in for their old jobs. Thus in one system skilled labor is made to fill the crying need for defense plants, and openings are made that rapidly thin the ranks of the unemployed.

By the end of the past week 24,941 workers in 999 plants had been trained in this manner under a nationwide program conducted by the Training-Within-Industry Branch of the War Production Board's Labor Division.

From all over the country reports to Sidney Hillman, WPB Labor Director, indicate that trainees are fast being grabbed for employment. Shipyards in the Bay area employed 4,999 men with trainee cards, an increase of 1,485 in a month. A large aircraft company originally trained 300 of its 3,000 employees, has now decided to increase that number to 20 per cent. A big cork corporation has installed Job Instructor Training at each of its 14 plants as well as in its general office. Five-hundred women in 40 companies in New Jersey are being given similar training. Twelve-hundred foremen of one of the biggest steel companies in the country, in charge of 16,000 men, also are going to the JIT school.

A large West Coast shipbuilding corporation reports that job instruction training given to 12 men had such direct, practical value to their work in the plan that "it has already resulted in the reclassification of four of the men to lead men ship fitters." The report continued: "We believe this type of training is vital to the national war effort. The majority of men being hired are inexperienced. This throws a heavy burden of responsibility upon key men to get these new people into production in the shortest possible time. JIT is the answer to this problem."

In the Pacific Northwest there are 96,766 war production employees in training at the present time. Of these 14,813 are in vocational schools getting pre-employment and supplementary training, 1,081 are studying engineering, science and management defense training in college, 68,522 are enrolled in government Training-within-Industry courses, 850 are getting miscellaneous college training, 6,500 are in regular classes in the U. S. Navy Yard at Bremerton, Washington, and 5,000 more are doing special assignments in the same place.

BRITISH WAGES RISE

A census of more than 6,000,000 British wage-earners carried out by the Ministry of Labour shows that the average earnings of these workers during the week ended July 12, 1941 represented an increase of 42 per cent as compared with the last week of October, 1938, and was about 9 per cent higher than in July, 1941.

RUSSIANS PRAISE BRITISH PRODUCTION

Nicolai Shvernik, speaking for Soviet Trade Union delegates who visited British factories, mines and shipyards, said frankly: "British production is well organized and excellently equipped and the morale of the workers is splendid, but there are considerable unutilized reserves and too few women are employed, and in certain plants there is a reluctance to listen to the advice of the workers about the limitation of their output.

(News from War Dept. Industrial Information Branch, 5110 New War Dept. Bldg.
Released through facilities of War Production Board Labor Division)

U. S. PILOTS, PLANES WIN "BATTLE OF BURMA ROAD"

American volunteer pilots, flying the superior planes which American factory workers are producing, have earned such a reputation for bravery along the Burma Road, the Chinese have nicknamed them "The Flying Tigers", the War Department has revealed.

The Army Air Forces News Letter paid tribute to the American fighters and their planes in a special dispatch about Americans with the Chinese Air Force in which it said:

"The American Volunteer Group in China is knocking down more than 10 Jap planes for every loss of its own. Their fighter planes came from American factories that had already learned to make more potent pursuits. American pilots in the Chinese Air Force are giving Japanese airmen their worst licking of the war.

"In less than two months they have driven Japanese bombers from the vital Burma road, parried heavy aerial thrusts at its chief port, Rangoon, and blasted Jap air bases in Thailand and Indo-China."

The dispatch reported 135 Jap planes shot down in the air and 50 more wrecked on the ground, with the loss of only 11 of the American pilots, who were trained in new and devastating pursuit tactics by a former acrobatic ace of the U. S. Army Air Corps.

Guiding genius of the group is a Texas school teacher, Claire L. Chennault, retired U. S. Army Air Corps captain, who is now a brigadier general in the Chinese Air Force.

In one engagement, 60 Jap bombers roared toward Rangoon at 15,000 feet. A squadron of 18 Tiger planes swooped down from 18,000 feet, shooting down some of the enemy, sending the rest far into Thailand. Next day, 70 Japs returned. The Americans ran up their two-day score to 48 enemy planes shot down. Three American ships and two pilots were lost.

The Tigers went into action in the middle of December and by Decembar 27 the Burma Road was free of bombs. After winning the two-day battle at Rangoon, they escorted Chinese and British bombers to burn and blast the big Jap air bases at Hanoi, Raheng, Tak, Mesod, and a half dozen other places.

"DOGWATCH SHIFT" RENAMED "MACARTHUR SHIFT"

The "lobster" or "dogwatch" shift from midnight to dawn at Colt's Patent Fire Arms company, Hartford, Conn., has increased in popularity since the union members in the plant re-named the middle-of-the-night work period "the MacArthur shift" in honor of the nation's round-the-clock fighters in the Philippines.

Maj. Gen. C. M. Wesson, chief of Army ordnance, sent a telegram congratulating the workers for their patriotism in which he said:

"This designation should be an inspiration to every 'dogwatch' worker in our production effort. Gen. MacArthur and his men, like the American soldiers and those of the other United Nations on every front, are dependent on them and the thousands of other American workers throughout the country -- on every shift -- to supply their fighting needs."

"It isn't much fun to work when everybody else in in bed," one worker observed, "but when we come on our shift we just think of our boys with General MacArthur, and you can bet that we make the wheels turn. If the boys with MacArthur can take it, so can we."

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UNIONS SUPPORT NEW ARMY EMERGENCY FUND

American trade unions, with traditional patriotism, are generously supporting the new Army Emergency Fund to aid the families of soldiers whose finances have been tangled by the war, the War Department announced today.

The new "A.E.F." is headed by Under Secretary of War Robert Patterson as president. Gen. John J. Pershing is honorary president.

The fund, according to the War Department announcement, "will be a civilian organization administered by volunteers to handle the thousand and one human problems that arise in the families of soldiers." Wives who pooled their resources to live near their husbands near a Southern Army camp were left without funds when Army units suddenly were ordered overseas. They will be helped by the "A.E.F." as will persons affected by delays in payments of insurance or compensation.

GOLD, SILVER BECOME "SUBSTITUTES" FOR SCARCER METALS

The Army, which has appealed to American Workers not to waste or spoil vital raw materials, practices what it preaches. The Quartermaster Corps alone is using substitutes for vital materials on more than 800 items.

Thirteen tons of chromium have been saved by substituting silver finish on 4,000,000 pieces of flatwear.

Col. Maurice E. Barker, chief of the technical division of the Chemical Warfare Service, has suggested using some of the gold stored at Ft. Knox, Ky., as a corrosion-resistant metal in chemical plant equipment.

Three French 75-millimeter guns, which were given to the United States as "souvenirs" by the French after the World War, will be reconditioned by the Army ordnance department, given modern wheels, and put into service.

Meanwhile, so heavy is the drain on the nation's resources, caused by the war, the War Department has even requested the women of the country not to knit articles of clothing for soldiers without first ascertaining whether they are needed. At present, the Red Cross is accumulating ample supplies of knitted helmets and scarfs, without need for "Sister Susie" to make any. Wind-proof and water-repellant clothing, developed by careful experiment, are being issued for men in cold climates. In Alaska, fur parkas and mittens are part of the equipment.

PEACETIME TRAINING OF NATIONAL GUARD IMPORTANT

Two out of every five divisions which went to France during the World War was composed of national guardsmen. More than 500,000 members of the A.E.F. got their first training in national guard armories throughout the United States.

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WAR PRODUCTION BOARD

LABOR DIVISION

For Immediate Release
Friday, February 13, 1942 L 46 -

(Labor Editors: The following is a weekly round-up of news from the Labor Division of the War Production Board.)

LABOR AND THE WAR

1- Millions of War Jobs
2- Labor in War Time
3- War Production Develops More Negro Skills
4- Strikes
5- Three Shifts in the Shipyards
6- Labor News from the War Department

1- Millions of War Jobs

Some 9,700,000 jobs will be created by the end of 1942 through industry's conversion to war production. These are in addition to the 5,300,000 men now working in defense industries.

"The President's 'Victory Program' production goals for 1942 and 1943 have given a new impetus to the changeover from civilian to war output," Sidney Hillman, War Production Board Labor Director, reported to Congress last week.

"This means, for example, that in the machinery group alone," Hillman declared, "we will need approximately 1,000,000 additional workers; in shipbuilding we will need approximately 350,000; in planes, 600,000, in building materials 650,000; in the construction industry 900,000; and a corresponding expansion in other industries too numerous to mention.

"At the same time, however, we must face the fact realistically that we cannot utilize all these additional workers in war production without a program of wholesale coversion, which will cause industrial dislocations and extensive unemployment during the period of transition.

"This 'conversion unemployment' is a necessary phase of gearing the nation for full war production. Although it is a transient problem which should no longer exist by the end of 1942, it is of the utmost importance that we deal with it speedily and positively."

A substantial portion of the displaced workers will be reabsorbed by June, 1942, and the remainder sometime in the second half of 1942. There will even be serious shortages of workers in many occupations after these workers are rehired.

The expected rate of rehiring in the automobile industry after conversion, was indicated this week in figures given by C. E. Wilson, president of General Motors Corporation. Addressing a meeting of auto union delegates, Wilson said that General Motors alone will employ 148,000 workers on war production in March, 185,400 in June and 235,000 — G.M.'s previous all-time employment peak — in September.

By December, Wilson said, 272,000 will be on the corporation's payrolls, and in June 1943 the number will reach 325,000. He predicted G.M.'s war contracts eventually will increase the number of workers to a record-breaking labor force of 342,000.

Nothing is more important now, as labor fully realizes, than the conversion of peacetime plants to war. Labor is particularly concerned with conversion problems because labor itself must convert its skills and abilities. Hands that worked on automobiles, washing machines, phonographs and vacuum cleaners must be put to guns, ships, tanks and planes. Men who formerly worked on assembly lines must be "upgraded" to work at more skilled jobs in tool shops. Men who worked in tool shops must be trained to replace men who did rough tool work, releasing these men to replace machinists, and so on up the line. More than 20,898 "lead men" and supervisors in 938 plants with 1,500,000 employees have been trained to instruct war workers.

"Under the training-within-industry program," Hillman said, "foremen are taught right in the plants, how to break in green men on skilled jobs and experienced men on new jobs quickly and efficiently."

Training studies, surveys and recommendations have been made by TWI representatives to develop 200,000 such supervisors by July 1. These supervisors will work with more than 3,000,000 other men and women employed by more than 2,000 war production contractors and sub contractors.

A $300,000,000 government appropriation for payment of a "lay-off wage" to workers disemployed as a result of the war effort is now being considered by Congres It would provide a weekly payment of 60 per cent of the workers normal wage, up to $24 a week for a maximum of 26 weeks. While receiving this compensation, paid out through state unemployment compensation offices, the worker would be given training necessary to prepare him for employment in plants converted to war production.

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2 - Labor in War Time

The National War Labor Board expects to handle about ten times as many cases as did its predecessor, the National Defense Mediation Board, Dr. George W. Taylor, vice-chairman of the NWLB, declared to a "Labor in War Time" institute at Temple University in Philadelphia last week-end.

The new board is now setting up adequate machinery to do its job, Dr. Taylor told 325 delegates of the A. F. of L., C.I.O. and Railroad Brotherhoods from Eastern Pennsylvania and the anthracite regions, Southern New Jersey and Delaware, meeting with government representatives.

"The great progress that has been made in collective bargaining in the past two decades is going to make the work of the NWLB much easier and more effective than that of the similar board that functioned during World War I," Dr. Taylor said. "Labor and management today know how to sit down across the conference table and iron out their mutual problems."

"This," he added, "is going to count heavily in the output of guns, tanks, ships and planes."

Andrew J. Biemiller, of the Labor Division of the War Production Board, warned against attempting to get increased production by drastically increasing work-schedules. He cited a plant in New England which has been working one shift 13 hours a day, seven days a week. This plant's production curve has dropped seriously, he said.

He also warned labor that "a swarm of lobbyists" is trying to defeat legislation which will provide a displacement wage for workers forced out of jobs by conversion of plants to war production. "Unless labor takes drastic action and goes 'all out' in support of the bill, it will not pass," he said.

A viewpoint from the labor side was presented by James B. Carey, national secretary of the Congress of Industrial Organization.

"Labor recognizes that this is labor's war," he said. "Labor wants to put all its energies, its skill, its ingenuity into winning a military victory. Labor wants not only to win the war but to win the peace, and to build a society in which every man, woman and child will have a right to live and grow."

Joining with Carey in his expressions for labor, Robert J. Watt, international representative of the American Federation of Labor charged that the "future stability of our nation depends on economic democracy with real collective bargaining between stable unions and stable management. Unless we secure this we will lose the fundamental principles of democracy."

He also stated: "We, the workers of America, are fighting to defend our system of democratic progress to maintain the opportunity to share in making decisions that affect our welfare. Labor has not been given the opportunity to play its part. Workers insist on putting their spirit as well as their muscles into the job of beating Hitler."

Sponsors of this Institute, one of a series of Labor Institutes being held in different sections of the country so that representatives of labor and government can get together to discuss industry and labor problems, were the Pennsylvania State College, the University of Pennsylvania, Temple University, the Labor Division of WPB, the Consumers Division of the Office of Price Administration and the Treasury Department.

The next institute will be at the Carnegie Institute of Technology in Pittsburgh on Feb. 21 and 22. And from February 28 to March 1 a "Labor in the War" institute will be held at Ohio State University, Columbus, Ohio.

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3 - War Production Develops More Negro Skills

Hundreds of Negroes formerly employed as janitors, laborers and foundry workers are now employed as skilled workers in war production in Detroit, and thousands more will be similarly employed as the auto industry is converted to full time production of tanks, shells and aircraft, according to Dr. Robert C. Weaver, chief of the Negro Employment and Training Branch of the War Production Board.

"Within the past few weeks we have been able to overcome many of the barriers to transfer and upgrading of the Negro workers in this area," Dr. Weaver reported. "There is an increasing transfer of Negro workers from non-defense to defense work with the resultant opening of scores of new and better-paid categories to colored employees."

This is due to the close cooperation between organized labor, management and representatives of the Negro Employment and Training Branch. Many obstacles have been removed by action of responsible union officials, and through the establishment of local and international interracial committees to enforce anti-discrimination policies.

And on the Pacific coast negro boilermakers, chippers, caulkers and other skilled workers were speeding ship construction following the removal of impediments to their employment in important shipyards.

4 - Strikes

Organized labor continues to cooperate with the President in his request that there should be no interruption to war production.

Eleven disputes affecting 16,000 workers were adjusted during the past week with the cooperation of various government agencies. Eight cases involving 13,600 employees were settled without a strike and 2,400 persons went back to work in three other disputes.

On Feb. 11, only 1400 workers were involved in four strikes having a major affect on war production.

5 - Three Shifts in the Shipyards

West Coast shipyard workers were commended this week by Sidney Hillman, Labor Director of the War Production Board, for "setting a praiseworthy pace for all war industries" during their first week of around-the-clock operation under the new Pacific zone agreement.

In a letter to John P. Frey, president of the Metal Trades Department, A.F. of L., Hillman cited the "patriotic and highly constructive action" of the department and its affiliated metal trades councils in formulating, together with shipyard management, "a program for continuous operation of Pacific Coast shipyards."

Hillman also wired to Edgar F. Kaiser, president of the Oregon Shipbuilding Company, Portland, Oregon, expressing gratification over "the excellent production record established by your company on its first day of full scale Sunday operations," and adding praise for the Portland Metal Trades Council.

(The following War Department announcements are released to the Labor Press through the WPB Labor Division):

6 - Labor News from the War Department

ARMY NEEDS RADIO TUBES

Large quantities of radio tubes, telephones, microphones, cameras, and thousands of miles of wire and photographic film are urgently needed to keep the Army's tanks, planes, artillery, and infantry coordinated for swift attack, the Signal Corps declared in a statement to American labor today.

The statement stressed the need of "little things" -- instruments, chemicals and parts that are as important as propellors and engines in the complicated warfare of the year 1942. Condensers, resistors, transformers, switches, meters, teletypes, and lenses are all-important, the Signal Corps reported.

"This war will be won by the nations whose factory workers comprehend most fully the enormous importance of the little things they make," Maj. Gen. Dawson Olmstead, Chief Signal Officer, said. "The soldiers on the battlefields depend now, more than ever before, on the soldiers of production who make the tools and filaments and little parts."

All sorts of Signal Corps equipment, from the simple five-pound 'walkie-talkie' sets used by parachutists and riflemen in advanced positions, to parts for the great stationary sets which speed communications from Washington to far flung bases throughout the world are needed as rapidly as they can be turned out.

American tanks, which have proved their worth in the Libyan campaign, and American 'Flying Fortresses,' traveling at very high altitudes in Europe and over the Pacific, depend for their effectiveness on radio communication, the Signal Corps pointed out.

Vehicular radio units moving with the ground forces keep the Infantry in contact with the Air Corps and Armored Force. Men holding five-pound receiving-transmitting sets carry on conversations with their comrades two miles away. Parachute units are now radio-equipped down to the platoon; rifle units down to the company.

The maneuverability of tanks and armored cars is dependent on the organization of their communications, periodic broadcasts of information vital to all, time signals, and weather reports.

Tiny $1\frac{1}{2}$ pound radio sets are carried aloft by free balloons for radiosonde weather observations in the upper atmosphere. Thirteen miles up in the sky, they broadcast reports of pressure temperatures and moisture in the air, making possible accurate weather forecasts, so vital to the safety of Air Corps pilots.

When the balloons burst, the radio sets descend by parachute. The small parachute saves much of the valuable equipment which otherwise would be smashed when it fell.

It is easy to dramatize the service to the Army which airplane mechanics are making. It is not always so easy to demonstrate the importance of tiny radio senders and parachute thread and cloth.

In the laboratory of the Signal Corps at Wright Field are developed the radio landing systems, radio direction finders and other equipment which make it possible for American flyers to carry on at night and in bad weather. Without blind flying, our air arm would be greatly weakened.

The great War Department message center at Washington relays messages to 50 other government agencies. It handles over 10,000 messages a day. It uses the radiotelegraph, telephone, and teletype. Radio-telegraph stations in the various corps areas transmit to other stations throughout the Army's farflung communications system.

It is less than a century since Maj. Albert Myer began his experiments with semaphore wig-wagging which led to the founding of the Army's first signal school at Fortress Monroe, Va., in 1861. As late as 1888, it was considered an achievement to send messages by heliograph. Only 41 years ago, we hailed the success of the Signal Corps in transmitting radio messages ten miles from Fire Island to Fire Island lightship.

Today the population of the Signal Corps Replacement Training Center at Ft. Monmouth, N. J., runs into the thousands. Signal Corps work calls on all sorts of skills, from pigeoneering to animating motion pictures. At Ft. Monmouth are the wire school, message center school, radio school, cook's school, automobile mechanics' school, clerks' school, and chauffeurs' school — all necessary to forward the communications needed to keep an Army coordinated in the field.

Photography, typing, teletype printer operation, are all part of the work. Men are instructed to be installer-repairmen, wire chiefs, switchboard installers, cable-splicers, teletype maintenance men, pole line construction workers, linemen, framemen and inside-men. Aircraft warning companies, signal repair companies and radio repairmen's groups are organized there.

Pigeons, lamps, motorcycles, and semaphore flags are used for certain types of work.

Carpenters, welders, machinists, and painters have their part to play.

In all this work, American engineers and American labor play a vital role. If the Army has anything to say to labor, it is: "Stay on the job where you are needed most. Don't envy the soldier in the field when you can perhaps do more in your own station to help win the war. Wait your turn and come only when you are called. Do your bit at your machine or bench, and try not to waste materials or time. In this way, you can contribute your full share to the cause in which we all believe. For your past efforts and those you will make in the future, the Signal Corps of the United States Army salutes you."

PAPER AN IMPORTANT " WEAPON", TOO

Economists have referred to the present century as the "Paper Age".

The title is not without meaning in the present war effort, according to the War Department, which is increasingly dependent on the workers who make America's pulp and paper for the packaging and forwarding of materiel of all kinds.

The men and women of industry, who have been hailed by Under Secretary of War

Robert P. Patterson as America's "soldiers of production", were never more needed than in the attempt to produce enough paper products to fill the Army's needs.

When an American parachutist lands in enemy territory, he may depend for hours or days on his concentrated meal packed in a fibre carton. Three of these meals weigh only 27.1 ounces, yet have 3311 calories of energy. They include "pep" tablets, a cake of dehydrated fruits, pemmican crackers, meat, coffee tablets, bouillon, chocolate and other items.

Thirty-five thousand fibre cartons do not constitute a very large order for the American paper industry, but they become important when you realize that one such order has been used for the packing and storing of 40 million surgical dressings turned out by the American Red Cross. The need of cartons in such a connection becomes at once important.

Blood plasma, by means of which civilian donors back home may furnish blood for wounded soldiers in the field, likewise is packed away in individual cardboard units.

When shells and ammunition are sent to the front, they are likely to be wrapped and packaged in the product of American paper mills. Seventy-five millimeter shrapnel is packed into fibre cylinders. Propelling charges for guns from 20 to 105-millimeter guns and for howitzers from 155 to 240 millimeters are individually wrapped in spiral-wound fibre. Bomb fins come wrapped in fibre, too.

The Quartermaster Corps uses paper and paperboard containers for all sorts of uses. It took a little more than 1,000,000 containers to pack 100,000,000 articles of clothing purchased by the Army.

Army field rations, packed in fibreboard containers, consist of eight cans of meat and beans, eight cans of meat and vegetable stew, eight cans of meat and vegetable hash, and 24-can bread unit. In the thick of swift-moving warfare, the arrival of these neatly-packed cartons can be a welcome sight, indeed.

Instead of shipping beef in the familiar quarters--bones, fat, and all--the Army is making increased use of boneless beef packed in 50-pound cartons. Millions of cases of canned goods are used by the Army in training and in the field.

The paper industry turned out more than 8,000,000 tons of paperboard in 1941, and estimates it may be able to furnish another 1,000,000 tons in 1942. Yet even if this goal is reached, there will be a considerable shortage.

Canadian officials have estimated that salvage of a ton of waste paper from old books, newspapers, magazines, bills, records and wrappings would produce enough paper for 1500 shell containers, 9000 shell fuse component parts, 47,000 boxes for small arms ammunition, 3000 boxes for aerial cannon shells, or 1000 packing cases for two-pound shells.

From these figures, the importance of paper salvage, and of economy in the use of paper, and of speed in production of more paper, becomes apparent.

Millions of cartons are needed every month for the packaging of lease-lend exports to Great Britain. As one Illinois paper concern said in a letter to the trade:

"There's paper behind those guns and planes! Every defense order requires paper, be it for giant tanks or soldiers' shoe strings. This means that the increased demand upon paper manufacturers is perhaps as great as on any single industry."

Paper and pulp workers this year will produce pulp for munitions, pulp for rayon fabric in bombing and pursuit plane tires, paper for training targets, paper for blueprints, laundry bags, cement bags, military song books, chaplain's prayer books, abrasives, bags, containers, drawing paper, envelopes, filters, gaskets, hectograph paper, insulating board, jute wrappers, kraft liners, ledgers, maps, nitrating pulp, and the tons and tons of paper needed for Army orders, communications, records, and the vast "paper work" of administration, ordnance and supply.

TOOLS FOR THE "KNIFE AND FORK BRIGADE"

An idea of the gigantic task ahead of the American civilian population in maintaining its Army during the present war is gained from the "kitchen statistics" of the Quartermaster Corps, whose depot at Jeffersonville, Indiana, is now the world's largest supply house for kitchen utensils and tableware. Recently-acquired items on its shelves include 285,000 soup bowls, 511,000 table knives, 769,000 forks, 284,914 tumblers, 78,982 bake pans and 5698 rolling pins. In recent weeks more than 3,500,000 pieces of equipment have been purchased.

AS DEADLY AS ITS NAME

Workers making vitally-needed trinitrophenylmethylnitramine at government-owned ordnance plants increased production 60 per cent in January over December, the War Department announced. Because of its 29-letter name, workers usually call it tetryl. It is more sensitive than TNT.

NO BOTTLENECK IN MACKINAWS

When the Quartermaster Corps received bids for 10 times as may mackinaws as it needed, the work was distributed on a quota basis divided among 17 plants in 11 states, in order to spread the work. Employment was provided on 250,000 mackinaws.

EVEN SOLDIERS' FEET GROW BIGGER

When Johnny comes marching home, his feet will be bigger than when he went to war, the War Department has announced. Weekly inspection of shoes has been ordered to prevent foot troubles caused by cramped feet. The daily ration of 4500 calories in the "world's best-fed army" puts weight on the men who defend America. One Army cook likes his own products so well, he has already gained 50 pounds.

23022

WAR PRODUCTION BOARD

Labor Division

For Immediate Release
Friday, Feb. 6, 1942 L 44

(Labor Editors: The following is a weekly round-up of news from the Labor Division of the War Production Board.)

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1. Ice Boxes to Machine Guns
2. Women in War Production
3. Employment of Aliens on Defense Work
4. Labor News from the War Department

(1) Ice Boxes to Machine Guns

More than 35,000 workers in plants manufacturing refrigerators may soon find themselves producing aircraft machine guns and incendiary bombs if plans proposed this week by trade unions in the electrical field are adopted by industry.

A production program designed to confine the manufacture of a limited number of "Victory" refrigerators to a few plants and convert the remainder to all-out war production as soon as possible, was proposed to Sidney Hillman, director of the War Production Board's Labor Division.

If the joint CIO-AFL plan is put into operation, all but a small portion of the refrigerator industry will be put to work manufacturing aircraft machine guns, incendiary bombs, cartridge cases, gun mount adapters, bomb fuses, and airplane parts.

Union representatives, offering their program to Hillman, declared that its adoption would (1) make possible the quickest possible conversion of plants to needed war production, and (2) keep unemployment to a minimum while the changeover of machinery was made.

A request that the CIO and AFL unions provide the government with technicians to assist in arranging the industrial changeover was made by Jesse Maury, chief of the WPB Consumers' Durable Goods Branch. He invited the unions, "not as an opportunity but as a duty" to send the WPB expert technicians to work full time with him and industry technicians on the solution of production and employment problems.

Maury revealed that he has already made surveys of five plants which may be able to convert to various types of war production, and had asked the unions to send him a man from each of the five plants to advise him on the most efficient ways to make a speedy changeover. Eleven more plants will be surveyed, he said, and unio representatives will be called in from each factory.

The new refrigerator, suggested by the unions, will be of standardized and simplified design, and the plants that manufacture them would work a 24-hour-a-day, 7-day week schedule.

Government officials declared that the joint CIO-AFL proposal was one of the best and most comprehensively developed conversion programs offered by any union group during the emergency period.

(2) Women in War Production

Congress was surprised to learn this week that "womanpower" is replacing manpower in many heavy industries which have previously been the almost exclusive jurisdiction of male workers.

Testifying before a Congressional committee, Thelma McKelvey, on the staff of Sidney Hillman, WPB Labor Division director, revealed that women were taking over real "he-man" jobs vacated by men called into the armed services. The trend toward employment of women in heavy industries which have previously been closed to them will continue in the next two years as the Army and Navy take more of the nation's male population, she predicted. Some aircraft plants in England, Miss McKelvey told the committee, are 40% manned by women with a probability that the proportion will rise to 80%. In some British munitions plants women make up from 80 to 90% of the workers.

Constant reports from England, she said, tell of women taking over skilled jobs formerly believed to be suitable only for men. Women are handling 180 lb. shells; making piston rods for locomotives; flame cutting; working as hammer drivers in railway shops; forging crank shafts, and operating fifteen-ton cranes.

In the United States, she continued, more than one million women will be needed for war work this year and probably a total of two million, five hundred thousand by the end of 1943.

Women already hold highly crucial positions in many war production plants and arsenals, Miss McKelvey told the committee. At the Frankford Arsenal, Philadelphia, women work on the intricate subassembly of parts for mechanical time fuses used in artillery shells. In this plant, Miss McKelvey related, "Women are machine tool operators and precision optical workers performing duties which correspond with thos required in the finest type of watch-making. Tiny, delicate parts, cumbersome to th heavy hands of men, are handled easily and efficiently by the quick fingers of women."

In another arsenal at Dover, N. J., she continued, more than one thousand women are working as classified laborers and more than four hundred are employed as explosives operators in the operation of machines and presses.

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A California aircraft plant, she reported, found that their experiments with women workers had been so successful that they considered them as having a permanent place in the shop. The average wage of these women in their old jobs was found to be 44½ cents an hour, while they now receive an average of 70½ cents -- the same rate as men for comparable work.

Recalling that "the potentialities of women as a source of much needed labor were well established in the United States during World War One" Miss McKelvey told the committee that women "have been found satisfactory in virtually every type of job ordinarily filled by men."

(3) Employment of Aliens on Defense Works

Thousands of alien and unnaturalized workers who failed to receive new jobs when their plants closed temporarily, to convert from civilian to war production, are now being rehired by their old employers, Dr. Will Alexander, chief of the Minority Groups unit of the WPB Labor Division, announced this week.

Statements by President Roosevelt, Sidney Hillman and Atty. Gen. Francis Biddle, informing employers that aliens and foreign born workers may be employed on practically all war work, dissipated the reluctance of some defense work employers to rehire workers who are not American citizens. Aliens may work on any war contract not classified by the Army or Navy as "secret, restricted, or confidential," Dr. Alexander said.

If the contract is not classified in one of these three ways, he said, there is no law or ruling which prevents employers from using aliens for that work.

Both labor unions and employers are helping to carry out the President's policy that none shall be denied a place in our war production effort, simply because he or she is an alien, Alexander asserted.

"The sole test," he continued, "is the individual's loyalty to the United States. The President has condemned discrimination against workers simply because they have foreign sounding names and WPB Labor Director, Sidney Hillman and Atty. Gen. Biddle also have warned against discharge of Americans who happen to be aliens or foreign born citizens."

23022

WAR PRODUCTION BOARD

LABOR DIVISION

Immediate Release L-45

(The following War Department announcements are released to the Labor Press through the WPB Labor Division):

AFL-CIO LEADERS VISIT MAXWELL FIELD

MONTGOMERY, ALA.--Eight national leaders of the American Federation of Labor and Congress of Industrial Organizations have returned to Washington, D. C., after visiting the Air Corps' training station at Maxwell Field, as guests of Under Secretary of War, Robert P. Patterson. The trip was arranged by the Under Secretary of War in conjunction with the WPB Labor Division.

The trade unionists were invited to make the trip in Under Secretary Patterson's big transport plane, in order to be able to report to their unions how the products of American factories were being used, and the sort of men who were using them.

The trade unionists traveled from hangar to hangar through the huge establishment where raw recruits are turned into snappy, young flying cadets, and where hundreds of civilian mechanics repair and service the planes of war. The labor leaders were noticeably impressed by the fact that some planes were held in hangars awaiting vitally-needed parts.

The trade unionists accompanied new recruits while they underwent the rigorous tests which they must pass before being accepted. The unionists saw the men who had learned in three crowded days how to be "squad soldiers", and were anxious to get on to work which would take them closer to the skies. The union leaders watched them eat, and study, and drill and exercise.

One of the most thrilling events of the trip occurred when the trade unionists stood at attention while thousands of clean-cut, young cadets passed in review.

Representing the CIO were James B. Carey, national secretary; R. J. Thomas, president of the United Automobile, Aircraft and Agricultural Implement Workers; John Green, president of the Marine and Shipbuilding Workers; Thomas F. Burns, international representative of the Rubber Workers; and Hugh Lyons, New England regional CIO director.

American Federation of Labor leaders present were Frank P. Fenton, national director of organization; Eric Peterson, vice-president of the International Association of Machinists; and Robert J. Watt, who represents the AFL on many important boards and commissions.

Accompanying them on the tour were William H. Davis, chairman of the War Labor Board; Lt. Col. A. Robert Ginsburgh, head of the War Department Industrial Information Branch; Maj. Charles W. Kerwood of the Air Corps; John H. Ohly of Under Secretary Patterson's office; and Lieutenants Donald B. Robinson and Harry D. Williams, and Andrew J. Biemiller, Chief, Labor Productivity Section, WPB, Labor Division.

The trade union leaders expressed approval of the order and efficiency at the supply depot, where more than 70,000 different items are stored, ranging in size from an engine to an upholsterer's tack. They admired the nattily-uniformed civilian workers in the Air Supply Command, the men wearing light-blue denim work uniforms, the women in dresses to match.

The party was met upon its arrival at the field by Brig. Gen. George E. Stratemeyer who assigned an Air Corps officer to act as personal host, guide, and escort to each of the trade unionists. Each man was allowed to view those shops or activities which interested him most, including, in several cases, visits with the British cadets training at the field. Many of the Englishmen had "Dunkirk" sewed on their sleeves on their arms, and were waiting for a chance to help avenge the deaths of their comrades in Flanders.

Some of the trade unionists went through the flying tests in Link trainers and other ground-school apparatus. Some visited the control towers and saw how the officers kept in touch with the men in the air. All were impressed with the immensity of the job being done, and the enormous ground force needed at the field and at the factories hundreds of miles away to "keep 'em flying."

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ARMY ORDNANCE SHIPMENTS DOUBLED

Railroad shipments of Army Ordnance Department items increased almost 100 per cent between October 1, 1941 and January 15, 1942, but must be increased to 2000 cars a day by the end of the year if the war program is to be realized, the War Department has announced.

Meanwhile, manufacture of .30 calibre ball ammunition during the first three weeks of January was nearly doubled over the corresponding period in December.

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LABOR ANSWERS UNDER SECRETARY PATTERSONS'S CALL

WASHINGTON, D. C.--A telegram from Under Secretary of War, Robert P. Patterson to the workers in 1000 plants supplying material for the United States Army urging them to even greater efforts "as soldiers of production" in the present war, has resulted in a response from American trade unions, both AFL and CIO, which kept telegraph operators busy for several days relaying messages.

Several of the telegrams were signed jointly by representatives of both the union and the factory management.

"The management and the bargaining agents for the employes of the Springfield

Works of the International Harvester company wish to take this opportunity of acknowledging your telegram and to give you our every assurance that we are back of you, our government, and our fighting forces to the limit of our combined abilities," wired H. A. Weissbrodt, superintendent, and Clinton Shaw, president of Local 402 of the UAW-CIO. "Every ounce of our energies will be thrown into whatever service we can be to our armed forces."

"As president of Local No. 584, Ship Carpenters, Caulkers and Joiners, AFL, we are proud to have received your inspiring message," telegraphed Henry J. Barbe of New Orleans. "In behalf of the local of which I am president and confidently in behalf of all the other crafts working in the plant of Higgins Industries, Inc., of New Orleans, La., the answer is 'Yes. We are willing. We are raring to go.' Give us the materials and we will give you the tools."

"As the organization representing the employes of the Allis-Chalmers Company, LaPorte, Indiana, works, we wish to pledge to you our full support of the production program for war armaments," said Richard Marhanka, President of Local 119, United Farm Equipment Workers Organizing Committee, C.I.O. "We are willing to go all out for our brothers and sons in the front lines."

Some of the other messages were as follows:

"The employes of the Buffalo plant of American Car and Foundry of the Army of Production assure you of their utmost efforts to increase production and provide our fighting forces with necessary material to avenge Pearl Harbor, Wake and Manila. Our motto is, 'Volume for Victory'.
"AMERICAN CAR AND FOUNDRY CO., M. S. Evans, District Manager.
"S.W.O.C. LOCAL 2551, Henry Karas, President."

"Employes of Robert Shaw SWOC Local No. 1163 are 100 per cent with you in this all-out war effort.
"EXECUTIVE COMMITTEE, Youngwood, Pa."

"We acknowledge your telegram and accept your challenge in behalf of the workers of the Pottstown plant of the Doehler Die Casting company without reservation as an order of the day.
"CHARLES MOYER, President, Local No. 3, NADC
"W. GERALD WENTZEL, Secretary, Local No. 3, NADC"

"Referring to your telegram to Ford Motor, we advise a federal survey of idle machinery here. Men 100 per cent back of Army-Government program.
"PAUL W. FLANAGAN, President, UAWA-CIO Local 930, Green Island, N. Y."

"Representing over 50,000 employees of Lockheed and Vega, I can assure you that they as soldiers of production are continuing their efforts to go 'over the top' production-wise.
"DALE O. REED, President, Aeronautical Mechanics of Burbank, Lodge 727."

"Consolidated we stand behind the American cause. To the men in the front lines from the men and women on the assembly lines let it be said that our production is rising to the tempo inspired by their valor, that the weapons of victory shall be theirs.
"EMPLOYES OF CONSOLIDATED AIRCRAFT CORP."

"The employes of Kramer Trenton company have already taken action on increased production along the lines of your telegram. More and better production is our answer.
"STANLEY KRZYWONOS, President, Local 409.

"The employes and management pledge to you and the armed forces our utmost cooperation in providing the tools of victory. You can count on us to do everything possible to speed up the production and keep it going.
"C. N. MCINTIRE, Superintendent, International Harvester Co.,
Richmond, Ind.
"MARVIN WOLFE, President, Farm Equipment Workers Local 118, CIO."

"The employes at the Ft. Wayne Works of the International Harvester Co. are 100 per cent behind the soldiers in the front lines and will do all they can to help provide the weapons of victory.
"C. M. HARRISON, Superintendent of International Harvester Co.
"C. R. SCHROCK, President of Local 57, U.A.W.A."

"We the employes of Standard Forgings Corp., East Chicago, Ind., take this opportunity of assuring the War Department and the nation of our wholehearted support and giving of our every ounce of energy to speed production for victory. There is a complete understanding of spirit and cooperation between the employes and our company. We have recently completed a renewed collective bargaining agreement with our management and have given them our pledge of fullest cooperation and unity in purpose -- all-out production for victory.
"KENNETH ELLIS, President, Local Union 1720, SWOC.
"HAROLD EARLE, Secretary."

"You have the assurance of the employes of the Fort Pitt Bedding Company, Pittsburgh, their officers and directors, and the members of Local 100, United Furniture Workers of America, of our 100 per cent., whole-hearted cooperation in our present crisis.

"We the undersigned, will do our utmost to contribute as much production as humanly possible to back up our soldiers in the front lines.
"R.G. CULP, President.
"W. F. TRIMBLE, Jr., Treasurer."

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REPORT TO THE HOUSE COMMITTEE INVESTIGATING NATIONAL DEFENSE MIGRATION

WOMEN IN WAR PRODUCTION

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The attack on Pearl Harber on December 7, 1941, and the formal entrance of the United States into a war of crucial import, not only to this nation but to the world, precipitated drastic changes in the attitudes of the American people. There is a new unity in the nation, with all energies and efforts directed toward rapidly increasing production of the essentials to carry on a successful war. A clear-cut recognition now exists of how we must use our resources--materials, manpower, and machines--to supply as quickly as possible to the military services all the material of war, and to insure the proper flow of these implements without delay.

This changed attitude was sharply reflected in planning for the use of reservoirs of labor as yet practically untouched. There was complete agreement by all groups working in the labor supply field that women are an immediate reserve of potential producers which will and must be used as our armed forces are increased and our working forces consequently depleted. In a war period it is imperative that there should be wise use of women in the service fields, in manufacturing, in agriculture, and in government.

The potentialities of women as a source of much needed labor were well established in the United States during World War I. For example, women employed per 1,000 wage earners in the iron and steel industry rose from 33 (1916) to 95 (after the second draft, 1918), from 85 to 142 in the chemical industry, and from 18 to 114 in the automobile industry. British experience in the present war shows that this trend has been greatly accelerated. Our own nation is prepared again to demonstrate that women are ready and able to assume their place in industrial production.

Studies indicate that women have been found satisfactory in virtually every type of job ordinarily filled by men. The National Industrial Conference Board, in a report in July, 1918, stated "Experience of employers * * * has clearly demonstrated the practicability of employing women in a large variety of manufacturing operations * * *. Where women were employed in the same work they have equaled or excelled men in respect to output. In some processes their superiority is marked." As demands and inroads on our normal labor resources become more diversified and intense, there will be increased utilization of other labor reserves, of which women are the largest and most acceptable group.

The Federal Government has been in the forefront in promoting increased acceptance of women workers. The President of the United States has on several occasions pointed out the necessity of utilizing fully all of the nation's labor power, and he particularly emphasized one importance of mobilizing women workers when he referred to "manpower and womanpower" in his telegrams sent on December 19, 1941 to all State Governors, requesting them to merge the State Employment Services into one national system of public employment offices.

As early as June, 1941 the United States Civil Service Commission requested all Government departments to increase their use of women workers to the fullest possible extent by employing women in a greater variety of positions. Moreover, in July, 1941, foreseeing great drains on manpower in certain areas, Mr. Sidney Hillman, Associate Director of the Office of Production Management, wrote war contractors urging that more consideration be given to increased use of women workers and outlining the types of work for which women have proved especially adaptable. The War and Navy Departments have pointed out the necessity of using more women workers, not only to increase production, but to release men for service with the armed forces. In January 1942 a variety of positions in Navy shore establishments which had previously been held only by men, were opened to women with scientific or engineering education or with mechanical aptitude.

In a developing program of employment in a national emergency, there appear to be three distinct phases. In the first phase, increased buying power resulting from greater production and employment created an additional demand for workers in occupations traditionally held by women. These include retail sales, clerical and service positions, as well as occupations in consumer manufactures, particularly textiles, food processing and clothing trades. This condition, starting in the defense centers, became general as the economic effects of defense activities spread through the country. This first phase of increased demand for women workers utilized principally those individuals who normally are a part of the labor market. The country was well into this phase by the Spring of 1941.

The second phase was accompanied by a rising wage level and, in highly industrialized areas, an approaching or imminent shortage of qualified male labor. Light mass-production industries, involving relatively simple, high-speed machine operation and assembly work, began to employ women for jobs requiring dexterity, care and speed with a minimum of strength and craftsmanship. Women have proved very satisfactory, and in some instances superior to men, in such occupations. The United States is well into this phase and in some industries and localities is moving into the third phase.

In the third phase of the cycle, the one in which Great Britain has been since Dunkirk, women enter jobs in trade, services, transportation and manufacturing that have customarily been held by men. This influx of women into industry releases men for heavier, more exacting factory work, or for service in the armed forces. In this stage, women may even take over factory jobs that traditionally have been considered suitable only for men. Undoubtedly the outbreak of hostilities on December 7th hastened the trend toward this third phase.

The effect of priorities in curtailing civilian production, and the release of the older groups of selectees tended to retard more extensive employment of women in war industries prior to the actual declaration of war, since both measures released large numbers of men for employment. New employment of women was for the most part concentrated in non-defense enterprises, where women took the place of men who migrated to defense jobs or joined the armed forces.

The declaration of war halted the release of older selectees from the armed forces and has accelerated the induction of new age groups and of volunteers. At the same time enormously increased production of supplies is immediately necessary. New construction and the completion of the tooling up and converting process in many industries have made and will make possible the employment of many more workers. All of these activities are depleting the supply of male workers in many areas to such an extent that government, employers, and organized labor are actively planning for the employment of more women in the near future.

Women as a Reservoir of Labor

If we can succeed in using effectively our potentially great force of women workers, we need have no doubt about meeting any labor requirements for war production. Recent 1940 census figures show that of the 50,350,000 women in our population, 14 years of age and over, 12,850,000, or slightly less than one-quarter, were part of the labor force in 1940. This figure included a larger proportion of women in their "twenties" than of any other age group. Approximately 2,100,000 of the 4,680,000 women in the twenty-one to twenty-four inclusive age group were in the labor force, and the next highest labor force ratio was shown in the twenty-five to twenty-nine year group, with about 1,992,000 in the labor force out of a population total of 5,174,000.

There were 1,265,538 women 14 and over who reported themselves as "seeking work," of which 950,904 indicated that they were experienced workers. From this number alone can be drawn literally hundreds of thousands for immediate placement in war jobs.

Then there are the 28,551,680 who reported themselves as engaged in their own housework, and another 4,455,971 in school or college. If it becomes necessary to recruit from this group in approximately the same proportion as are now in the labor market, another eight million could be inducted into a total war effort to meet the service, agricultural and manufacturing needs of our civilian population and the military forces.

In October 1941, 1.3 million women were registered with public employment offices. This represents a decline of about 200,000 or 11.1 percent, from the number of women registered in January 1940. As may be expected, the number of men in the active file declined from 4.6 to 2.9 million or 36.5 percent during the same time, due to the increasing employment opportunities of expanding war production industries. Even though the actual number of women registered declined, women accounted for 32 percent of the file in October 1941 as compared to 25 percent in January 1940.

Number of Registrants in the Active File as Reported by Public Employment Offices, by Sex, January 1940 to October 1941

Month	Active File Total	Men	Women	Percent Women of Total File
January 1940	6,079,495	4,572,897	1,506,598	24.8
February	5,920,294	4,473,466	1,446,828	24.4
March	5,025,183	3,759,376	1,265,807	25.2
April	5,682,447	4,204,205	1,478,242	26.0
May	5,724,029	4,165,320	1,558,709	27.2
June	5,734,450	4,107,811	1,626,639	28.4
July	5,564,671	3,973,273	1,591,398	28.6
August	5,210,660	3,749,352	1,461,308	28.0
September	4,910,827	3,519,359	1,391,468	28.3
October	4,618,504	3,302,807	1,315,697	28.5
November	4,568,415	3,269,197	1,299,218	28.4
December	4,758,697	3,464,510	1,294,187	27.2
January 1941	5,093,476	3,745,408	1,348,068	26.5
Feburary	5,101,417	3,759,783	1,341,634	26.3
March	5,170,193	3,819,828	1,350,365	26.1
April	5,097,026	3,755,519	1,341,507	26.3
May	5,156,288	3,685,144	1,471,144	28.5
June	5,126,192	3,567,679	1,558,513	30.4
July	4,982,430	3,441,520	1,540,910	30.9
August	4,699,020	3,286,989	1,412,031	30.0
September	4,355,861	1/2,788,240	1/1,182,998	1/
October	4,241,918	2,902,789	1,339,129	31.6

1/ Data not reported for New York

Women in Manufacturing

According to the 1940 census, twenty-five out of one hundred of over 10,000,000 employed in factories are women. This ratio of employment of women shows almost no difference from the 1939 Census of Manufacturers covering a total of 10,414,000 persons employed in manufacturing establishments of which 2,643,000 were women, distributed as follows:

Industry Group	Grand Total	Males	Females
All industries	10,414,764	7,770,814	2,643,950
Food and kindred products	1,335,157	982,653	352,504
Tobacco manufacturers	99,418	37,044	62,374
Textile-mill products and other fiber manufacturers	1,237,630	711,266	526,364
Apparel and other finished products made from fabrics and similar materials	925,657	277,651	648,006
Lumber and timber basic products	430,988	422,971	8,017
Furniture and finished lumber products	367,353	322,843	44,510
Paper and allied products	334,651	254,130	80,521
Printing, publishing, and allied industries	556,661	426,203	130,458
Chemicals and allied products	431,336	359,712	71,624
Products of petroleum and coal	146,279	143,799	2,480
Rubber products	159,384	119,761	39,623
Leather and leather products	375,482	226,641	148,841
Stone, clay, and glass products	359,208	315,970	43,238
Iron and steel and their products, except machinery	1,227,390	1,133,654	93,736
Nonferrous metals and their products	307,562	259,488	48,074
Electrical machinery	368,753	249,657	119,096
Machinery (except electrical)	701,359	640,896	60,463
Automobiles and automobile equipment	516,062	474,763	41,299
Transportation equipment except automobiles	205,601	199,849	5,752
Miscellaneous industries	328,833	211,863	116,970

The Bureau of Labor Statistics of the United States Department of Labor estimates that of the five million in defense production during the fourth quarter of 1941, 480,000 were women. Although these estimates are unofficial, they show the best distribution by sex available and the figures are listed as indicative of the employment ratio of men and women in plants then on defense production.

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Estimated Defense Employment
4th Quarter, 1941

	Total	Female
Manufacturing		
Iron and steel	750,000	46,000
Machinery	1,030,000	54,000
Aircraft	275,000	3,000
Shipbuilding	100,000	1,000
Automobiles	115,000	8,000
Railroad cars and locomotives	50,000	-
Nonferrous metals	225,000	31,000
Lumber	110,000	1,000
Stone, clay, and glass	80,000	9,000
Textiles	220,000	95,000
Leather	25,000	10,000
Paper	45,000	11,000
Chemicals	110,000	16,000
Rubber	55,000	14,000
Food	110,000	31,000
Mining	175,000	-
Construction	425,000	-
Transportation and public utilities	300,000	30,000
Finance, service and miscellaneous	50,000	10,000
Government	750,000	110,000
Total	5,000,000	480,000

Labor Requirements for 1942

It is estimated that by the end of 1942, the United States will have fifteen million workers engaged in war production. This represents a 200 percent increase over the number so employed at the end of the year 1941. The United States Bureau of Labor Statistics has estimated that this increase in the war Labor force will require the addition of at lease two million new workers. This will be accomplished partly by the normal population increase and partly by drawing on groups not normally in the labor market, particularly women, youths, and older men. These will largely offset the 2.2 million men expected to be drafted into military service. Another one and one-half million are estimated as coming from the group previously unemployed; 7.9 million will be converted from production for civilian purposes to war production; 400,000 will come from agricultural pursuits; and another 400,000 from the self-employed group.

There is reason to assume that the two million new workers brought into the labor market will be mainly women. Furthermore, a substantial portion (at least 25 percent) of the one and one-half million previously unemployed who will be brought into war production will also be women. The fact that approximately 200,000 men a month are expected to be drafted into military service during the next twelve months further substantiates the conclusion that widespread opportunities for employment of women both in the civilian fields and war production plants must follow. If this withdrawal of manpower into the military forces continues during 1943, or is accelerated during 1942, the need for women will be proportionately increased. Even though war production is highly concentrated geographically, and even though women constitute a less mobile labor force than men, through planning and selection there should be no trouble in drawing them into the labor force as needed.

Steps Toward an Organized Use of Women Workers in this Country

Shortly before the United States entered the war, the National Labor Supply Committee (made up of representatives of government agencies to work with the Deputy Director of Labor Supply and Training in the Labor Division of the Office of Production Management, on the formulation of policies governing labor supply for defense production) appointed a sub-committee to draft a course of action to deal with the necessary increased utilization of women workers during a war period. Miss Mary Anderson, Director of the Women's Bureau, United States Department of Labor; Mrs. Nellie Miles, representing the United States Employment Service of the Federal Security Agency; and Miss Thelma McKelvey, representing the Labor Division of the Office of Production Management, composed the membership of this subcommittee. A program was worked out during the first days of active hostilities and was adopted late in December 1941 as the Labor Division's policy on women workers.

In developing this program, recognition was taken of the President's statement of the need to quicken existing production by working a 24-hour day, seven-day week in every war industry. Under the greatly expanded war program, all labor resources must be utilized to their maximum efficiency. As previously pointed out, increasingly large numbers of women will be called upon to work in the production of war material. To put these women to work rapidly and effectively in their country's service, the following steps have been established:

1. An immediate inventory of women now available for war production. Arrangements have been completed with the United States Employment Service and that agency is now in the process of analyzing the skills and occupational experience of women who are registered for work with the 1,500 public employment offices operated by that agency. As of October, 1941, there were 1,339,129 women registered with the public employment offices in the continental United States, Alaska and Hawaii. Particular emphasis is being placed on previous experience and production skills which are or can be related to occupations in war industries. These analyses are supplemented by industrial studies available or in process in the Women's Bureau of the United States Department of Labor.

2. A voluntary registration is being planned of women willing to accept work or training for work, not only in the actual manufacture of goods for use by the armed forces, but in raising and processing foodstuffs and in the

maintenance of essential civilian services necessary to the war effort. Facilities to register persons in almost every community in the United States within reasonable distance of their homes now exist in the United States Employment Service. There are untold numbers of women who, though not normally a part of the labor force, wouldand could take a job if this becomes necessary, or who would be willing to train for production work. A recruitment dirve is planned to secure a complete, though voluntary registration of all women willing to take a job to assist in the war effort The drive will be carried out most vigorously in those areas where labor stringencies already exist and where the withdrawal of men into military service will add an additional strain on the labor available in specific industrial areas. In conducting such a voluntary registration, the cooperation and understanding of the general public, labor, and management, must be secured before the registration is undertaken. It is important that the induction of women into manufacturing plants proceed only after demands on the men of the country take them out of the labor market. In all probability it will not be practical to hold such a registration of women until the registration of manpower, ordered by the recent amendments to the Selective Service Act, is completed.

3. The defense training programs, conducted by public vocational schools, the National Youth Administration Work Project Program, and the Training Within Industry program of the Labor Division, are being geared to include women in the vocational training courses and plant-training programs. These training programs are preparing to provide specific training to greatly increased numbers of women as rapidly as possible. The subcommittee on the utilization of women workers of the National Labor Supply Committee was clear in its position that women should not be given training separate from men, and that there is no need for establishment of new facilities or new training techniques. In carrying out this program of training, the National Labor Supply Committee will request the United States Employment Service and the Work Projects Administration to give special attention to the referral of women as trainees to pre-employment training courses. The National Labor Supply Committee will also request the United States Office of Education to ask the vocational school authorities to accept more women as trainees in anticipation of industrial needs.

4. Creation and development of plans to insure suitable conditions of work, which experience has proven necessary to secure maximum production with women workers. These plans require close cooperation with the Women's Bureau to insure effective employment of women and encompass the following matters:

    a. Maintaining fair and equitable wage rates and hours.

    b. Advising and aiding employers in establishment of necessary plant facilities, and adequate health and safety measures for effective employment of women; and

    c. Advising in connection with problems of housing, dormitories and living quarters for women workers.

5. The Regional and Industrial Area Labor Supply Committees of the Labor Division will be relied upon to carry out the program for the training

and employment of women in war industries, in accordance with local conditions. Steps are bing taken through the twelve Regional Labor Supply Committees and the Industrial Area Labor Supply Committes, which operate throughout the country and include management and labor representation, to impress upon employers the advisability of using locally available women workers before recruiting labor from outside areas. The Committees also work with organized labor leaders to secure their counsel as to the kinds of work which women can most readily do in a particular plant, and to assist in forwarding training programs. The United States Employment Service will intensify its referral of women to industrial jobs for which they are qualified.

6. As a component part of meeting the exigencies of a long war, consideration will be given to the possible future need for compulsory registration of all women legally qualified to work in industry or perform other essential war services. Compulsory registration of women was instituted in Great Britain in March, 1941, a year and a half after the beginning of the war in Europe.

In this country we have not yet felt a need for such registration, nor is a need foreseen in the immediate future. But we are engaged in an all-out war in which all civilians, men and women alike, have important roles. We cannot predict the limits of our future needs and the only wise course is to prepare for every eventuality. The Labor Division is, therefore, studying British and other countries' experience, hoping to profit by their successes and avoid their mistakes. All planning will be coordinated with the War and Navy Departments, the United States Employment Service, and the Civilian Defense authorities so that if and when a compulsory registration of womanpower is needed to further the war effort, it can be carried out efficiently and with the minimum amount of disturbance or disruption.

British Experience in Use of Women Workers

British experience has shown that readjustment to war production is not easy, and that the adverse effects fall particularly heavily on women. In September 1939, the month war began, unemployment in Great Britain changed sharply from the preceding month. There were 175,000 more women in the unemployed group, but the number of unemployed men dropped by 99,000. This trend continued throughout the next year. By March 1940 total unemployment dropped below the figure for August 1939, but the unequal absorption between men and women continued during the next year and a half later. It was not until February 1941, just a month before the British government began a compulsory registration of the supply of women labor, that the number of unemployed women dropped.

Women were particularly affected by the closing of plants under industrial concentration plans, whereby non-essentials were curtailed and the remaining production carried on by fulltime "nucleus" or integrated firms. Many of the industries thus curtailed were those in which a large proportion of the workers were women, as in cotton, hosiery, boots and shoes and pottery, Eighty percent of the machine operators in this industry were women and from 50 to 60 percent of these were married and consequently largely inmobile.

Not until after Dunkirk did the British educational system begin to play a major role in its country's effort. It was then that the British began to use every facility possible for war production, including the schools. Jobs have been broken down into specialized operations sufficiently small to require very little training for each operation. Under this arrangement British industries have utilized what has come to be called the "dilutee". Organized labor in Great Britain has conceded the use of "dilutee" labor for the duration of the war, with the understanding that immediately the conflict ceases these "dilutees" will no longer operate in places requiring skilled craftsmen.

On January 21, 1941, the Minister of Labor and National Service, Mr. Ernest Bevin, announced in the House of Commons that "we have now reached the stage where . . . we shall have to call into service many women who in normal circumstances would not take employment." On March 13, 1941, the Minister of Labor appointed the Women's Consultative Committee to aid in planning the registration. This Committee sits under the Chairmanship of the Parliamentary Secretary to the Ministry of Labor.

The Registration for Employment Order was issued March 17, 1941, under the announced policy that "nothing that a woman can do or can lear to do, however important, should be allowed to absorb a man of military age." The demand for women workers increased as a result of the low number of unemployed plus the completion about this time of many factories built for war production .

Compulsory registration of women began in April with women of 20 and 21 registering first. Excluded were women actively serving in one of the recognized voluntary or technical war services. Interviews by women officers of the Ministry of Labor were conducted with non-employed women. Those in less important work were taken in first. Women university students studying for certain technical vocations were not required to give up their studies for other work. It was found that from one-fourth to one-third of those interviewed were available for work directly connected with the war effort.

The previous work experience of women accepted for employment in one typical war plant followed roughly this diversified experience background:

Factory 28%
Housemaids 23%
Stores 17%
Warehouse Employees 7%
Waitresses 6%
Laundry Workers 5%
Barmaids 3%
Hairdressers 2%
Dressmakers 1%
Miscellaneous 3%

Women in England are trained for war production jobs in a wide variety of ways. Much of the training is done in the plant and on the job through absorption by watching another individual do some simple operation at the bench or on the machine. In other cases women begin by inspecting simple parts under the direction of another competent individual. Many of the technical schools have taken a significant part in the training of women. The trade and technical schools are making use of every possible facility to meet the need for trained personnel. Ordnance factories have set up their own school in a central area to train women on milling machines, shapers, planers, lathes, drill presses, grinders, and gear cutters. Girls in training are brought from the factory area to the school for the training period, and then returned to the factory area for employment.

Employment of women workers in England's war industries far exceeds developments thus far in the United States. Some aircraft plants in England are 40% manned by women with a probability that the proportion will rise to 80%. In some munitions plants women make up from 80 to 90% of the workers. In the manufacture of anti-aircraft guns about 1/6 are women.

Women's abilities in war industries are mostly used in performing light operations requiring considerable manual dexterity, as for example, the delicate operations reqiring great accurecy in an airplane instrument factory, some of which normally take as much as two years to learn; riveting; drilling or stamping or pressing small pieces of aluminum; sewing fabrics; painting fuselage; a ssembling parts and airplane welding; gauging, drilling, turning, assembling, and machining operations to make fuses in munitions plants; soldering; testing screws; and radio and electrical assembly.

But women's work is by no means limited to these lighter operations. They are also working on heavy presses in the manufacture of trench-mortar bombs; in munition factories they handle large cartridge cases; in the manufacture of guns they operate large lathes and milling machines; boring and rifling anti-aircraft, field and naval guns; and many are at work on lathes in tank factories.

Women have replaced men to a large extent in food industries and in the government service. They now largely man London's transport garages, and 10,000 women are taking over all jobs in London's subways except the actual driving of trains.

Each month new reports come from England of women taking over skilled jobs formerly believed to be suitable only for men. Women are handling 180 lb. shells; making piston rods for locomotives; flame cutting; working as hammer drivers in railway shops; forging crankshafts; operating 15 ton cranes; acting as electrician's mates; and setting turrent and capstan lathes. One machine tool firm with 170 employees uses almost entirely women workers. Many women because of their delicate touch have developed an ability to perform grinding operations to tolerances usually achieved by men only after long experience.

In January of this year, a crew of women pilots were organized for ferry service to fly military planes from factories to bases.

R. W. Hambrook of the United States Office of Education recently spend four months in England surveying methods of vocational education. He well summed up the position of British women when he stated: "The variety of work done by women is astonishing. They have taken the place of men in sweeping floors, cleaning shops, running cranes, doing messenger work, keeping reports, checking and inspecting, running semi-automatic and automatic machinery, operating lathes, shapers, vertical and horizontal milling machines, surface grinders with magnetic chucks, cylindrical grinders, setting up machines, filing, drilling, assembling, scraping, fitting, etching, making electrical fittings, and other jobs too numerous to catalog . . . England realizes that at the end of this war she will owe a tremendous debt to the loyal efforts of her women in meeting a situation of significant importance in the present emergency."

Defense Vocational Training Program in the United States

The Federal Government has financed training programs to prepare men and women for war production work through the public vocational school facilities in the nation. This program was started in the summer of 1940 and has contributed to the training or retraining of a total of 2,477,400 persons.

Congress appropriated funds in 1940 and 1941 for the training of defense workers without regard to sex, color, race, or religion. This training has been given in vocational schools of less than college grade and in institutions of higher learning.

The Office of Production Management approved the list of occupations prepared by the Bureau of Employment Security, in the fields where defense training of less than college grade is to be offered. The industries for which the occupations were specified are as follows:

Aircraft and parts
Air Transportation (common carrier)
Air Transportation (except common carrier) and Air-Transportation Services
Aluminum Products (including rolling and drawing)
Ammunition
Automobiles and Automobile Equipment
Communication: Telephone, Telegraph, and Related Services
Electrical Machinery
Firearms
Industrial Chemicals
Iron and Steel and Their Products
Machine Tools: lathes, screw machines, etc.
Models and Patterns (except paper patterns)
Motorcycles, Bicycles and Parts
Nonferrous Metal Foundries (except aluminum)
Professional and Scientific Instruments, Photographic Apparatus, and Optical Goods
Railroad Equipment
Shipbuilding and Ship Repairing
Utilities: Electric and Gas

Of the almost two and a half million persons who have received specific and general occupational training in the vocational schools, relatively few have been women. The first emphasis was on the training or "refreshing" of unemployed male workers in order that they could go into industry rapidly, and thus relieve the unemployment problem. The general public, organized labor and management looked with disfavor on the training of women while there were men available for employment. A specific policy of the Labor Division has been that defense training programs should be set up for women workers only where there are existing or anticipated employment opportunities for women in specific defense occupations, and not in industrial areas where great numbers of men were unemployed.

The number of women enrolled in preemployment and supplementary courses from the beginning of the defense training program to November 30, 1941, was 14,202. Of this number 12,018 were enrolled in preemployment and refresher classes, and 2,184 were in supplementary classes. There are sixteen states which have enrolled no women in preemployment courses, and nineteen for which no women have been reported as enrolled in the supplementary courses for those already employed in industry.

Women have been enrolled in a wide variety of classes, such as airplane fabrication, aircraft electrical assembly, welding, sheet metal inspecting, machine shop practice, blueprint reading, drafting, radio communications, and service.

A comparison of the monthly enrollment of women from June 30 to November 30, 1941 showed a more positive trend in the direction of an acceptance of women in defense training classes, in anticipation of greater outlets of employment. On June 30, 1941, there were only 435 women enrolled in preemployment courses and 334 in supplementary courses. September 30, 1941 showed an increase to 3,173 in preemployment courses and 633 in supplementary courses. By November 30 there were 5,116 in preemployment courses and 717 in supplementary courses. It must be admitted that these figures indicate a decidedly conservative approach to the training of women workers either prior to their entrance into manufacturing establishments or after they become employed in manufacturing processes. The largest volume of this training was in the States of California, Indiana, Massachusetts, Maryland, Minnesota, Missouri, New York, Ohio, Pennsylvania and Wisconsin.

In the Engineering, Science, and Management Training Programs, carried on in institutions of higher learning, there were, as of November 30, 1941, 4,436 women enrolled in 124 colleges and universities offering defense courses in these fields. The majority of women were enrolled in the following types of courses:

Engineering

Mathematics
Explosives
Engineering Drawing
Production Engineering
Safety
Mechanical Engineering (Inspection and Testing)
Analytical Chemistry

Management

Industrial Organization and Management
Accounting
Personnel, Administration, and Labor Problems
Employment Management
Statistics

The United States Office of Education reports that in these short unit courses, women have studied aeronautical, chemical, civil, electrical, industrial, marine, mechanical, metallurgic and general engineering, inspecting and testing, and that the colleges report no particular difficulty in placing these women at the end of their training period.

Trainees for the preemployment courses have been referred by the public employment offices and the Work Projects Administration. Selection of trainees is accomplished by means of tests and consideration of previous industrial experience.

There is a definite attempt to select trainees who are likely to be successful as workers and who will meet the employer specifications as to age, physical condition and education. The courses vary in length for the individual, who can progress as rapidly as her ability will permit. Trainees attend preemployment classes 30 hours a week.

Supplementary classes are attended by workers who desire to learn new operations, or to increase their present skill by additional class training in the theory of their work or by more extensive practice. Trainees usually attend defense supplementary classes fifteen hours a week.

Up to this time, women have been taught in segregated classes, although a trend is noted toward mixed classes. Since men and women often work together in the same departments of a factory---and undoubtedly will work together in greater numbers during the war period, there is little logic in separating women from men in the training classes.

Women enrolled in defense training classes are instructed at the same training stations as men, use the same equipment and supplies, and their instruction follows the same teaching outline. Instructors are almost entirely men as few women have the necessary training and experience to qualify as instructors in defense occupations.

The classes for women are held as a rule during the day or in the early evening. A "graveyeard" training shift for women is not anticipated, unless in the future they are needed in such numbers by industry as to require late night training.

There is reason to expect that the preemployment and supplementary training program for women will show a decided change during the next few months, in certain areas in the country. For example, the entire West Coast area is already faced with shortages of qualified workers. The labor force in the aircraft industry is made up chiefly of young men from 21 to 31. The industry is exerting every effort to achieve 24-hour, 7-day-a-week operation, which will call for many thousands of additional workers. As more and more men transfer from production to active military service, the problem of stabilizing the working force will be acute. The aircraft industry is already experiencing the possibilities of employing women in the local area, and the number of women in defense training classes in the West Coast area is increasing. A recent report from San Diego states that 500 women have just entered training classes.

A similar situation is found in Connecticut, Maryland, Pennsylvania, Ohio, and New York. In Brooklyn, Dr. Harry W. Reddick, Director of the Brooklyn Defense Training Institute, recently announced that a survey of twelve major defense plants in the metropolitan area revealed that executives of all but one plant were in favor of giving defense training to women. Applications from women will now be encouraged, where previously they had been accepted but not sought. Up to now, only ten of the 900 graduates of the Institute have been women. This survey also showed that the new draft regulations are already drawing from the area men who were previously exempt. Courses now offered to women will train them for positions as draftsmen, tracers, mathematicians, testers, inspectors, and other posts on a subprofessional engineering level, during a 30-week period. There are recent reports from other areas in New York State of many new registrations of women trainees--two towns each report 200 recent women enrollees in aircraft and sheet metal.

Courses have been opened in other North Atlantic States as Follows:

Rhode Island- inspection of machine parts and forgin, machine shop
West Virginia - power sewing machine operations
Massachusetts - radio assembly and machine operation
New Hampshire - machine shop
New Jersey - machine tool operations

New courses for women have been approved since December in Texas, Illinois, Kansas, Missouri, and Michigan. All indicate a continued expansion of training for women.

REPRESENTATIVE NEW COURSES FOR TRAINING OF WOMEN IN THE PRE-EMPLOYMENT PROGRAM

(Starting in December 1941)

STATE	CITY	COURSE TITLE	ENROLLMENT January 1, 1942
California	Oceanside	Auto Mechanics	1
Illinois	Chicago	Assemblers	6
Kansas	Kansas City	Radio Equipment Assembly	16
Maryland	Baltimore	Small Parts Assembly	51
	Elkton	Aircraft Sheet Metal Riveting	8
	Hagerstown	Aircraft Sheetmetal	46
Massachusetts	New Bedford	Related Machine	32
	Chicopee	Radio	8
Missouri	Joplin	Power Sewing	15
		Power Sewing	16
New Jersey	Keansburg	Machine Tool Operation	14
	Paterson	Machine Tool Operation	14
	Verona	Machine Tool Operation	2
New York	Elmira	Machie Shop	7
Pennsylvania	Philadelphia	Sewing Machine Operation	16
	"	Machine Tool Operation	3
	Shamokin	Inspection (Mach.Parts & Forgings)	20
Rhode Island	Providence	Organized Machine Shop (Blue Print Reading & Math)	8
		"	7
Florida	St. Petersburg	Arc & Acetylene Welding for Welders & Helpers	1
Michigan	Detroit	Blue Print Reading	5
	"	" " "	25
	"	" " "	14
	"	" " "	9
	Flint	" " "	8
New Hampshire	Berlin	Machine Training	21
Tennessee	Nashville	Electricain (Aircraft)	13

National Youth Administration Work Projects for Girls

The out-of-school work program of the National Youth Administration gives concrete evidence that its shop facilities can be used to a much greater extent in training girls between the ages of 17 and 24, inclusive, for industrial employment.

The number of young women employed by the National Youth Administration in shop, mechanical and production jobs directly related to the needs of war industries has been increasing along with the expansion of employment opportunities for women in these industries. In November, 1941, almost 23,400 young women were employed on National Youth Administration projects which furnish experience in machine and metal working, radio and electrical work, automotive and mechanical work, woodworking and industrial sewing. This is about 10,000 more than were employed on National Youth Administration projects of this type in July, 1941. All of these fields are related to war labor requirements. Young women who have worked on these projects may find employment either in private industries having war contracts or in other industrial establishments where they take the places of workers who have gone into the defense industries.

During November, 1941 over 7,300 girls were employed on National Youth Administration projects in the electrical, machine and metal working, and automotive and mechanical fields alone. During the same month about 550 girls went from National Youth Administration employment to jobs in plants manufacturing iron and steel products, non-ferrous metal products, electrical and metal working machinery and equipment, aircraft part plants, and other manufacturing industries.

In the machine and metal shops, girls perform those operations which involve the use of light machinery and require repetitive skill, finger dexterity and accuracy. Among these are the operation of small drill presses, punch presses, and bench lathes. In the radio and electrical shops, girls perform all types of assembly work which involve the use of small hand tools and techniques of soldering. Young women are proficient also at light and medium welding and in inspection work of various kinds. The industrial sewing projects prepare girls for employment in industries manufacturing such defense articles as barrack bags, cots, airplane wings, parachutes, canvas bunks, various types of furnishings for forts and cantonments, and clothing for the Army.

The practical value of this experience and training is shown by the fact that during the period July, 1941 through November, 1941, more than 60,000 young women went from National Youth Administration projects to jobs in private industry.

The National Youth Administration is prepared to train many more unskilled young women for jobs in industry.

Training-Within-Industry

Probably the most important and most efficient technique for equipping unskilled and partially skilled persons to do a new job or acquire a new skill, is on-the-job training in industrial plants. This "learn-by-doing" approach is also used to upgrade workers in order to utilize the best skill of each worker to the maximum of his individual ability. The Training Within Industry Program of the Labor Division has worked with management and labor groups throughout the country to develop more extensive plant training programs. Over 600 management and labor consultants are contributing their services in this important phase of training.

Women have not been overlooked as an essential part of this work. There are a number of women consultants from industry and education in Training-Within-Industry's twenty-two Districts. While precise statistics are not available as to the number of workers who have been trained and upgraded through in-plant training programs, it is estimated that more than 2,000 concerns employing some 3,000,000 persons have on-the-job training programs. Women workers have been and are being trained on the job too. In one small plant, for example, twenty girls are at work running gear cutters, turret lathes, engine lathes, milling machines and drill presses. Nearly all women workers in the aircraft industry are also receiving in-plant training, indlucing metal work, such as riveting and bucking.

The on-the-job training approach will be increasingly relied upon as greater numbers of inexperienced persons are brought into war production. This will be especially true as women replace men, first in simpler operations and later in more complicated and highly skilled processes.

Within the past few months' time, over 16,000 foremen and supervisors (both men and women) in about 800 plants have completed a streamlined Job Instructor Training Program, - specially designed to help all those who instruct workers on the job. The importance of the entire Training-Within-Industry Program cannot be overemphasized in the war effort.

Placement of Women Through the Public Employment Services

The total number of women placed by public employment offices has steadily increased during the last year. However, the rate of increase has not kept pace with the increase in placements of men. In the third quarter of 1941 placements of women numbered 525,000 as compared with 385,000 in the corresponding quarter of 1940, an increase of 36 percent. On the other hand, placements of men increased almost twice as much, from 605,600 to 1,029,100, an increase of 70 percent. In the manufacturing industries, there were 82,500 women placed in the third quarter of 1940, while 109,500 were placed in the third quarter of 1941, an increase of 33 percent. This can be compared with the increase in male placements of 74 percent, from 200,300 to 348,000.

The number of women placed in twenty key defense industries increased from 13,500 in the first quarter to 16,900 in the third quarter of 1941. The largest increases were in the aircraft and parts industry (from 460 to 1,300) and in the chemical products industry (from 400 to 1,000). However, the actual number of women placed in these industries has been very small compared with the number of men.

The most striking increases in women's employment in 1941 were made in the professional and managerial occupations, where placements of women rose from twenty percent to twenty-nine percent of all placements in this group. This gain is attributed to the continuing increase in job opportunities and the growing shortages of highly trained men in this field.

In the last two or three months of 1941, many more instances were reported of the relaxation of employer specifications which have restricted the employment of women. Many plants unable to obtain sufficient numbers of semi-skilled male workers have filled vacancies with women and are making increased requests of public employment offices for women workers. The most encouraging reports received by the public employment service offices come from the aircraft firms.

Anticipating the development of increased employment opportunities for women, the Bureau of Employment Security is preparing an analysis of all jobs in key defense industries in an effort to indicate what jobs might be suitable for women. At present 623 occupations designated as essential to national defense have been analyzed. The latest available information indicates that women are now employed in only twenty-seven of these. An analysis of the duties performed by workers in the remaining occupations indicates that 251 are apparently suitable for women. Of these, 199 have a training period of less than six months. Another group of 188 occupations appears to be partially suitable for women. Among these occupations some breakdown of the job might be necessary or some rearrangements of the industrial processes might be required in order to employ women. Of the entire list of 623 occupations, only 57* appear to be totally unsuitable for women.

A consideration of the number of hires anticipated by defense employers makes these facts even more striking. For the period September, 1941, to February, 1942, public employment offices reported 315,000 job openings in the selected list of defense occupations. Of this number less than 20,000 were in occupations in which women are now employed. On the other hand, 115,000 job openings were reported in occupations apparently suitable for women, and 111,000 others in job openings partially suitable for women.

Recent developments and the needs of the Victory Program should enlarge the number of occupations in which women are currently employed. Even though the use of the reservoir of women workers has only just begun, the fact has been established that there are a great number of jobs which can be performed by them. In conformity with the Labor Division policy, public employment offices throughout the country are encouraging employers to make fuller use of women, in view of the possibility of nation-wide labor shortages in many occupations during the coming year.

At this time no figures are reported to show a breakdown by sex of the placement of defense vocational trainees through the public employment offices. Since these data are not available, a brief analysis has been prepared of women placed in shortage occupations important to war production and in which defense training is simultaneously being conducted.

On the whole, the placement figures currently available in shortage occupations suitable for women do not show any definite trend. There are several occupations, however, in which reports of placements for women have been received for the first time since the beginning of the defense program. In these, it seems highly probable that most of the persons placed have been defense trainees.

Thirty-seven women were placed as engine lathe operators in October and November. This was the first occasion for such placements. Thirty-three multiple spindle drill press operators were placed in this same period, although placements in this occupation have occasionally been made since May 1941. Women have been hired as floor assemblers (machine shop) since January 1941, and 274 placements were made in this occupation in October and November.

In aircraft occupations, 374 women were placed as detail assemblers in the same two months. First placements of women occurred in August and have grown considerably. During this period, sixty-one women were placed as aircraft riveters, and in November ten female airplane electricians were placed. In both cases, no earlier reports of such placements had been received.

Women have long been employed as radio chassis assemblers, and now that this has become a national shortage occupation, it is noteworthy that they numbered more than half of total placements--aproportion exceeding that in any other defense shortage occupation. First reports of such placements were received in May and for the October-November period reached 250. It is of interest that 258 women were enrolled in preemployment and refresher courses for the radio industry in the quarter ending September 30, 1941.

Recently women have also been placed in shortage occupations classified as only partially suitable for them. The greatest numbers of such placements in October and November were in the following occupations: 88 machine shop inspectors; fourteen all-round machinists; 98 electrical assemblers (a high proportion of total placements for this occupation); twenty-four special radio equipment assemblers and six coremakers.

Reports on placements of women by broad occupational groups reveal something of the geographic differences in their placement (and training) opportunities. In the assembly occupations, in which the largest number of women were placed, California, Washington, New York, and Ohio headed the list of placements during September 1941. Placements in machining occupations, the second most important group for women, were most numerous in New York, Michigan, California, and Ohio.

More placements in cold metal fabricating occupations, and in electrical and related occupations were made in New York and California than in other States. Michigan had the largest number of placements in the hot metal fabricating occupations.

Women in Production at the Beginning of the War

The place of women in our industrial pattern has been well-established during the twenty-three years since the last war. They constitute one-fourth of the workers in manufacturing establishments; they are indispensable in the service, clerical and teaching fields; they have penetrated into the more technical, professional and managerial fields. They are part and parcel of the structure of the work-life in this highly developed country. In analyzing their present or future usefulness to war production, however, the emphasis falls in classifications very different from peacetime. The manufacture of ships, airplanes, tanks, guns, ammunition have traditionally been men's work. Nevertheless, a number of women are already at work in expanding war industries, such as aircraft, bag and shell loading, munitions, and the government service.

Aircraft

Last July when Mr. Sidney Hillman, Director of the Labor Division, addressed his letter to primary contractors in stringency areas requesting them to employ more women, the aircraft industry was a major objective. Prior to this time, women workers in aircraft plants had been limited to clerical employees and a very few fabricating sewers and upholsterers. Today the situation in the aircraft industry is changing sharply. Immediately after the issuance of Mr. Hillman's request, west coast aviation plants began to use women workers in light airplane assembly work on wings, fuselages, and control surfaces, and in riveting, drilling, filing, and removing metal burrs from machined parts. In September this trend had spread to other aircraft plants throughout the country, and by December, almost 4,000 women (less than 2% of the total employment) were employed in aircraft plants and almost 600 in airplane engine plants.

In Baltimore an airplane factory first began training girls in September, 1941. The starting group numbered thirty-five girls taking courses of six weeks' duration in sheet metal work, including drilling, dimpling, countersinking, gun and compression riveting and the burring and machine finishing of small metal parts. Courses in electrical assemblies and bench work followed. Spot welding training was given on the job. Now about 300 are employed and another 1,000 are to be added in the next few weeks. Estimates are that at least 5,000 women workers will be hired in aircraft plants in the Baltimore area in the coming four or five months.

Last Fall another aircraft plant in Maryland requested that women be trained for work in cutting, filing burring, hammering, stretching, drilling and riveting aluminum alloys. This training also included blueprint reading. The first trainees consisted mostly of married women and girls who had some work experience. Twenty of the twenty-one women who enrolled in the courses completed it and were found satisfactory. Now 400 are being trained in sheetmetal, woodwork, machine shop, and welding work. Plans at this plant are moving toward a faster employment rate of women workers.

In October another California aircraft firm reported that their experiments with women workers had been so successful that they considered women workers as having a permanent place in their shops. According to the company: "So well did they perform their duties that the project rapidly passed from the experimental stage to a point where women have become a permanent fixture in our personnel program. It is possible that they will handle a large percentage of total shop work should the emergency sharply curtail the available supply of men." Of the women employed by this firm, which has continued to be the leader among aircraft plants in utilizing women, the vast majority have had some previous factory experience. Their average wage was found to be 44½¢ an hour in their old jobs, while they now receive an average of 70½¢--the same rate as men for comparable work. About two-thirds of the women are, or have been, married; and for the most part lived within commuting distance of the factory before they were employed.

Another airplane plant in St. Louis announced in January that, at the request of Army authorities, they were rushing plans to train women production workers, including riveters, inspectors and electrical assembly workers, to meet a threatened shortage of skilled men workers and to release men for military service. This plant is already employing women to sort and distribute blueprints and to control the flow of parts to the assembly line. This company has stated: "There may come a time when we can't get any men of military age and have to depend on men above that age or men of military age unable, for some reason, to serve. That means we must fill in with women." This plant has also found many women already satisfactorily trained, especially in small assembly work, because of previous factory experience. Most of the women employed at this plant are between eighteen and thirty, but no age limitation has been set.

One aircraft firm was employing 270 women in their Southern factory at the end of 1941 in the following departments and occupational classifications:

Sheet Metal Department

Punch Press Operator
Trim Saw Operator
Band Saw Operator
Libert Shear Operator
Sheet Metal Bench Beginner
Engraving Machine Operator
Metal Preparation Beginner
Farnham Rolls Operator Beginner

Processing Department

Beginner Anodizer
Beginner Cadmium Plater
Beginner Dural Heat Treater

Final Assembly Department

Final Assemblyman Beginner

Cover and Trim Department

Sewing Machine Operator (Power) 1st Class
Sewing Machine Operator (Power) 2nd Class
Coverer
Coverer Beginner
Trimmer

Paint Department

Spray Doper
Brush Doper
Layer-Out and Masker
Prime Sprayer Beginner

Wings-Outer Department

Beginner General Aircraft Assemblyman
Riveter

Miscellaneous Department

Beginner Electrical and Radio Assembly
Parts Stamper
Production Clerks
Beginner General Aircraft Assembly

Sub-Assembly Department

Beginner General Aircraft Sub-Assembly

This firm has an established policy of promotion as the individual's skill warrants and has announced that there will be no discrimination against women in these promotions. The company is actively recruiting women workers for the following jobs but finds applicants with the necessary training and technical background to be scarce:

Certified Aluminum Welder
Welder (Arc)
Welder (Acetylene)
Engine Lathe Operator Beginner
Turret Lathe Operator
Milling Machine Operator Beginner
Erco Machine Operator Beginner
Bench Machinist Beginner
Pattern Maker Plaster Beginner
Woodworker Jig and Mock-up Beginner

The company has found from a study of their occupations that there are a few aircraft jobs for which women are not generally suitable because of physical requirements. These jobs are:

Drop Hammer Operator
Power Hammer Operator
Hydraulic Press Operator

Sand Blaster
Steel Heat Treater
Router Operator
Shaper Operator
Floor Molder Apprentice Die Castings
Power Break Operator

Some aircraft jobs require a background of experience which fiew, if any, women possess, and the training period required for these jobs makes general utilization of women workers impractical. These jobs are: wood patternmaker; sheetmetal lay-out; tool and die maker; jig builder; automatic screw machine operator.

It can be seen from the above statements that there are few jobs in aircraft manufacturing from which women are barred bacause of physical requirements or experience and training requirements. Aside from actual work experience, the major deficiency in women's qualifications for skilled jobs is usually a lack of mathematics and manual training. A long-range solution to this problem would be to encourage girl high school students to take courses in plane geometry, trigonometry, physics and chemistry to better equip themselves for skilled jobs. The immediate expedient is to refer more women to preemployment courses in the defense training program.

Surveys are in process to determine to what extent and in what occupations women can perform satisfactorily in aircraft production. This information is not yet available, but unofficial estimates place the figure at 30 to 50 percent of the total aircraft employment. In the manufacture of airplane engines and propellers, there is less certainty as to the occupations which can be satisfactorily filled by women.

Bag and Shell Loading Plants

The loading of artillery bags and shells provides employment possibilities for substantial numbers of women. The processes, for the most part, are simple loading and assembly jobs. They require relatively short training periods, and the exercise of great caution in handling the explosives. It has been found that women are more suitable than men for many of the required occupations in this industry.

A study of an operating bag loading plant revealed that more than half of the employees were engaged in sewing powder bags, and more than a fifth were ammunition assembly laborers. In nearly all cases, both of these occupations were filled by women.

In another study of the occupations involved in the loading and assembly of 37 m.m. shells, 28 percent of the employees were found to be women. Again, in the loading and assembly of detonating fuses, another study indicated that 72 percent of the workers were women. The same proportion in the assembly of nose bomb fuses was 68 percent.

In general, the suitability of women for shell and fuse loading and assembly operations varies considerably. In some cases the proportion of women is less than one-third, in other cases it may range as high as 100 percent. In this connection, the United States Department of Labor estimated that at least 40% of the workers in bag loading plants, and between 30 and 40 percent in shell and bomb loading plants, are or will be women.

Small Arms Ammunition (Caliber .30 and .50 Ammunition)

In the small arms ammunition plant in which source data for this study were obtained, women represent approximately 32 percent of all workers in occupations directly concerned with the manufacture of small arms ammunition, and they constitute about 80 percent of all workers employed in the 22 occupations that are open to women or to both men and women. In addition to these 22 occupations in which women are actually employed, there are 37 other occupations apparently suited to the employment of women. If women exclusively were employed in these 37 occupations, their total employment would be increased from approximately 32 percent to approximately 60 percent.

There are certain characteristics common to all occupations in which women are actually employed--they involve the manipulation of small and light materials, require relatively brief training periods, and are repetitive. Examples are occupations concerned with primer inversion, packing, and inspection work, the latter being performed almost entirely by women. Machine tending and machine feeding is likewise engaged in extensively by women. Although women are not at present employed in occupations requiring any great degree of strength, it is the opinion of management in the establishment in which source data for this study were gathered, that the strength factor may be minimized if the suppy of male workers diminishes seriously. It is known that women were employed as tenders of heavy draw presses during the emergency of 1914-1918 even though they had not previously been, and are not now, so employed. It is likewise indicated that in case of necessity women could be employed in occupations involving the tending of a battery of machines even though they are unable to tend as many machines in one battery as men can.

Following are the previously mentioned 22 occupations in which women are now employed in the establishment surveyed, with indications of the percentage employment of women in each occupation and the percentage total employment represented by each occupation:

Title	Percentage of Women to Total Workers in the Occupation	Percentage of Total Workers in the Occupation to Total Workers in the Process
Anvil-Plate Filler*	100.00	0.52
Bullet-Assembly-Press Operator*	68.18	3.25
Charging-Machine Operator*	28.57	2.60
Charging-Machine Operator*	28.57	2.60
Charwoman	100.00	0.52
Clip-Assembly-Machine Feeder	100.00	0.75
Clipping-Machine Operator*	100.00	1.18
Cup-Plate Filler*	100.00	1.03
Flame-Annealing-Machine Operator*	80.00	0.52
Foiling-Machine Operator*	100.00	0.52
Forming-Press Operator, Automatic	100.00	0.89
Gage-And-Weigh-Machine Operator*	100.00	1.77
Head-Turn Machine Operator*	100.00	0.74
Inspector*	100.00	7.54
Loading-Machine Operator*	100.00	2.15

Title	Percentage of Women to Total Workers in the Occupation	Percentage of Total Workers in the Occupation To Total Workers in the Process
Packer (ammunition)	77.11	6.15
Primer-Inverting-Machine Operator*	100.00	0.67
Primer-Inserting-Machine Operator*	100.00	1.33
Production Clerk	84.21	1.70
Screw-Machine Operator, Automatic	27.78	1.88
Shellacker*	100.00	0.22
Trim-Machine Operator*	82.61	1.71

Following are the occupations in which women apparently could be employed, but in which they are not presently employed in the plants surveyed:

Title	Percentage of Total Workers in the Occupation to Total Workers in the Process
Brake Operator, Hand	0.15
Cannelure-and-Finish-Machine Operator*	0.22
Centerless Grinding Machine Operator	0.07
Chamfering Machine Operator*	0.07
Chest-Cover Sealers*	0.45
Clerk-Typist	0.37
Cup-Fillers*	0.52
Cylindrical-Grinder Operator	0.44
Draw-Press Operator	3.22
Elevator Operator, Freight	2.68
Flame-Annealing-Machine Operator*	0.52
Gaging-Machine Operator*	0.15
Guide, Factory	0.07
Head-Turn Machine Adjuster*	0.44
Heading-Press Operator*	2.45
Internal-Grinder Operator	0.30
Inventory Clerk	0.44
Mercury-Cracking Tester*	0.15
Oil Extractor	0.07
Painter, Spray	0.37
Punch-Press Operator, Automatic	0.60
Receiving Clerk	0,15
Rotary-Surface-Grinder Operator	0.07
Screw-Machine Operator, Semiautomatic	1.10
Shear Operator, Hand	0.15
Solderer	1.93
Stamper	0.15
Stenciller	0.37
Stock Clerk	0.07
Surface-Grinder Operator	0.74

Title	Percentage of Total Workers in the Occupation to Total Workers in the Process
Swaging-Machine Operator	0.37
Tester	0.22
Toggle-Press Operator, Hand	0.52
Tool Clerk	1.19
Tool-Grinder Operator	0.07
Trim-Machine Adjuster*	0.88
Universal-Grinder Operator	0.30

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*Denotes occupations partially suitable for women.

Federal Defense Activities

Mrs. Lucille Foster McMillin, U.S. Civil Service Commissioner, recently issued "A Study of Women's Participation in Federal Defense Activities", entitled The First Year. In this study Mrs. McMillin pointed out that on June 30, 1940, "The Civil Service employment in the executive branch of the United States Government had reached a total of 1,002,820 individuals. Of this number 136,610 were men and 186,210 were women .... By June 30, 1941, 238,509 additional placements brought Federal Service employment to a grand total of 1,358,150 employees--1,091,743 men and 263,407 women."

To illustrate the extent and variety of the kinds of jobs women are holding under the Federal Government, the following is quoted from Mrs. McMillin's study.

"They (women) were occupied in research work in the Bureau of Home Economics of the Department of Agriculture, and in the Children's Bureau of the Department of Labor.

"They were found in positions involving work in law, medicine, public administration, illustrating, editing and writing.

"In almost every department and independent establishment of the Government, women were holding good jobs and were rendering outstanding service.

"By far the greatest number of women were in the clerical, stenographic and typist positions--a particular source from which the most women proceed to bigger jobs, better pay, and a successful career in the Federal ranks." . . .

"On June 30, 1940, there were 2,844 women civil employees in the Ordnance Department at large outside the District of Columbia. By the end of June 1941 their number had increased to a total of nearly 10,000 women civil employees, of whom more than 6,000, or approximately two-thirds, were employed in Government-operated arsenals of the nation, as follows:

Picatinny Arsenal, Dover, N.J..........	2,349
Watervliet Arsenal, Watervliet, N.Y....	185
Watertown Arsenal, Watertown, MASS.....	251

Frankford Arsenal, Philadelphia, PA......	223
Springfield Armory, Springfield, MASS....	279
Rock Island Arsenal, Rock Island, ILL....	511
Total women employees	6,798"

". . .While the number of women presently engaged in work in defense activities is small in comparison with the estimated number which ultimately will find employment therein, they are found in jobs which are picturesque and unique in character, and which include tasks not usually performed by women.

"From many sources reports are received of their continuous placement on the 'production line' in establishments of the War Department—the arsenals, the ordnance depots, the proving grounds, the munition factories, the Quartermaster depots, the air fields, the Engineer Department at large, and the Medical Corps; in the navy yards and air stations of the Navy Department; in the armament industries vital to defense, and in the multitudinous activities of those other departments and independent establishments of the Government which have been designated as defense agencies.

"In the Picatinny Arsenal at Dover, New Jersey, more than 1,000 women are working as classified laborers, and more than 400 are employed there as explosives operators in the operation of machines and presses incident to the loading of munitions.

"At the Edgewood, Maryland Arsenal women's nimble fingers are used on the assembly line in the manufacture of gas masks. Every 24 hours more than 2,000 women work in three shifts six days a week, handling highly confidential processes, operating heavy-duty, high-speed electric sewing machines, using pliers, soldering irons, and presses, and performing skilled handwork in the assembly of incomplete parts of gas masks. Final inspection of the finished product is made by women. Patience and care are indispensable as a single leak or defective piece might be disastrous in some future battle! Women from this arsenal are sent to private companies engaged in the manufacture and assembly of gas-mask parts to act as instructors of the employees of the private firms. At the arsenal, women toxicologists and pharmacologists perform research work in testing the efficacy of chemical warfare materials. They test the value of defensive gases developed to counteract the known chemical warfare gases of other countries. Before the national emergency, Edgewood Arsenal had 181 women employees, as compared with 2,513 on April 1, 1941.

"At the Frankford Arsenal, Philadelphia, women hold the majority of positions in the fuse shop. Girls with a high-school education, but having little or no experience in the work, are accepted for training in this important job in one of the country's largest arsenals. Here, on the production line, women assist in the manufacture, in the inspection, in the testing, and in the intricate subassembly of parts for mechanical time fuses used in artillery shells. Here, women are machine tool operators and precision optical workers, performing duties which correspond with those required in the finest type of watch making. Tiny, delicate parts, cumbersome to the heavy hands of men, are handled easily and efficiently by the quick fingers of women. Here, women are munition inspectors. Here, their quality of patience, their temperament, their dexterity, their devotion to duty, are vitally essential as their deft hands turn out the missiles of defense.

"At the Philadelphia Quartermaster Depot the majority of positions in the clothing factory are filled by women. The factory manufactures uniforms and clothing equipment for the soldiers. It is the only factory operated by the War Department for this purpose. Many women occupy supervisory positions there.

"In the Marine Corps Supply Depot at Philadelphia--the only clothing factory depot operated by the Marine Corps--women manufacture marine uniforms. . . .

"In the Chemical Warfare Service at Cincinnati, Ohio, 250 women have been appointed to jobs as 'arsenal learners,' gas-mask inspectors, process inspectors, and laboratory aides in connection with the manufacture of gas masks. In the Engineer Department at large, women occupy the position of engineering aide. One woman is a junior architect. In the Ordnance Department at large, women are serving as under inspectors of ordnance.

"At the Fairfield Air Depot, Patterson Field, Fairfield, Ohio, women apply radio-active luminous material to various dials used on aircraft instruments.

"In the St. Louis, Missouri Ordnance District Office women work as inspectors of ammunition parts and small-arms ammunition, and in the recording of intricate drawings and specifications of ordnance material items.

"At the San Antonio, Texas, Arsenal women are used in cleaning and grinding lenses in the optical section. . . .

"The laboratories of the National Advisory Committee for Aeronautics at Moffett Field, California, employ women with majors in mathematics, physics or chemistry to make computations on wind tunnel tests. . . .

"At the Philadelphia Navy Yard women operators are employed in the Naval Aircraft Factory in the manufacture of parachutes and related equipment used by the Navy.

"The Inspector of Naval Aircraft at San Diego, California, employs women as inspectors of engineering material. . . .

"In the military camps of the country, in the hospitals, in defense agencies, in the field activities of the Government, women are employed as nurses, hospital attendants, hostesses, librarians, receptionists, mess attendants, laundry operatives, surgeon's assistants, dental hygienists, dietitians, inspectors of textiles, elevator operators, cooks, welfare workers, and technicians of all kinds. . . .

"In other Government agencies women are studying ways of improving bread for the military forces. They are developing new recipes with the aim of making bread more nutritious. They are conducting experiments in the preservation of foodstuffs, such as potatoes, eggs, milk, and other staples. They are engaged in nutrition studies which are a part of a national nutrition program. They serve as inspectors of supplies sent to England. They are employed in the testing of textiles to determine resistance to mildew and other deteriorating elements, for the betterment of military clothing and equipment. They design work outfits for women employed in farm, home, and factory occupations--outfits stripped of hazardous ties and frills, and provided with comfort and safety. . . .

"Women are occupying positions such as Director of Personnel, Liaison Officer, Food Consultant, Director of Nutrition, Associate Administrator, Executive Assistant, Nurse Consultant, Chief of Public Information, and Chief of Press Relations. . . .

"Thus, at the end of the first year of the emergency, we are able to see to see something of women's participation in the national defense program on the governmental front. However long the narrative may continue, it is certain that he who writes the final chapter will find in the complete story a record of courage, fortitude, and heroism displayed by women workers in defense who engaged themselves in uncommon duties which they performed faithfully and well."

Present Social Factors Influencing Greater Employment of Women

In a total war effort, we must utilize our labor power as wisely as we use our military strength. Many factors must be taken into consideration in advocating large-scale employment of women in industry. A short-sighted or too hasty approach would result in an unsettled and unbalanced labor market.

One of the first considerations must be the curtailment or complete closing down of vast portions of our civilian industry, as materials essential to war production are withdrawn from manufacturers of civilian goods. The curtailment of the automobile and rubber industries alone will cause a temporary layoff of five or six hundred thousand workers, of whom approximately 80 percent will be men. In the field of durable consumer goods (refrigerators, washing machines, and other household appliances), many have been disemployed. In the silk industry, 40,000 have been displaced. This, of course, does not count the thousands who are similarly though indirectly affected by such curtailments.

It is vitally important to success in our war effort that we make use of these idle plant facilities and this idle manpower for the production of war goods. Since the majority of displaced workers are men, they will be given the first chance to enter into war occupations. Moreover, the reemployment of women normally employed in these industries must come before new women workers are brought into the labor force in any great numbers.

In twenty-six states, the District of Columbia, and Puerto Rico there are laws regulating the working hours of women in manufactuing establishments. Sixteen states, the District of Columbia, and Puerto Rico prohibit night work in certain industries. In some instances these laws have worked against the employment of women, although until the time of the war this presented no serious problem.

In some instances, employers and organized labor have hesitated to open job oportunities for women, because of necessary readjustments in plant facilities to provide rest rooms and health and safety precautions for women workers.

If there are sufficient men in an area to meet the labor requirements, organized labor is resistant to the employment of women because they are usually employed at a lower rate than men. Industy must recognize the importance of employing women at an equal rate of pay for equal work, to prevent a lowering of wage standards.

War production is highly concentrated in certain geographical areas. Inasmuch as women constitute a less mobile labor force than men, employers must recgonize the importance of recruiting women in accordance with established labor supply policy of use of local labor supply.

It is especially important that post-war readjustment be considered in bringing about a large influx of women into the war labor force. There is little doubt that women will be required to leave their jobs at the end of the war, to permit the return of men to their jobs as they are released from the armed forces.

Shortly after the United States entered into war against the Axis Powers, representatives of Federal agencies and State Labor Commissioners were called together by the Secretary of Labor to prepare a statement of war labor supply policy which would permit temporary modification in accepted standards of employment and hours of work, but which would preserve state labor laws protecting the efficiency of the workers. This statement of war labor policy has been issued by the War and Navy Departments and the United States Department of Labor, from which the following is quoted:

"This all-out program of production requires the employment of all labor in accordance with those practices which will result in the maximum continued output of every individual. The sole test of labor standards must be the effect on the efficiency of the individual to insure top war production. Based on this test the state laws and regulations embracing the following principles should be preserved, except where temporary modification may be necessary during the war period to assure maximum production.

(1) A maximum 48-hour week for the individual worker, since weekly hours in excess of this standard have been demonstrated to result in decreased rather than increased production when continued for any extended period of time.

(2) A maximum 8-hour day for the individual work or the daily hours customarily worked in the particular establishment, industry or community.

(3) One-day-of-rest-in-seven, because experience has shown that this interlude has a revitalizing effect on the worker and a consequent beneficial effect on the total output.

(4) Adaptation of the hours of labor and working conditions to the age and sex of the worker and the nature of the occupation.

(5) Proper safeguards for health and safety go hand in hand with production efficiency and, therefore, greater care must be exercised in making plant conditions safe and healthful.

(6) Provision should be made for adequate meal and rest peridds from continuous work in order to preserve health and efficiency.

(7) Wage rates for women should be the same as for men, including the entrance rate.

"These standards must be relaxed if and when necessary for total war production. There must be no relaxation of standards governing employment of minors under the age of 16. At the same time there must be vigilance to prevent any unnecessary abrogation or suspension of labor laws and regulations. There is no occasion to engage in a blanket suspension of labor standards. It would be unwise to sacrifice, where sacrifice is not required, the safeguards with which the country has sought to protect labor. Social gains, not inconsistent with war needs, must be conserved."

With all of these factors constantly before us, the Labor Division will vigorously pursue its policy that "there must be an extension of the scope of employment of women in increasing numbers of occupations and areas and that this will be facilitated to meet the needs of the war program, particularly in areas where shortages of male workers are occurring."

The loyalty and patriotism of the women of America are unquestioned. When they are needed they will do their share in turning out the essentials of war. There is no question that they are capable of meeting the demands which will be made of then in the turbulent months to come.

Women in War Production

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Federal Security Agency
U. S. OFFICE OF EDUCATION
Vocational Training for Defense Workers
Washington

CUMULATIVE TOTAL NUMBER OF WOMEN ENROLLED IN PRE-EMPLOYMENT AND SUPPLEMENTARY COURSES TO NOVEMBER 30, 1941

Type of training	July 1, 1940 to Nov. 30, 1941	July 1, 1941 to Nov. 30, 1941
Pre-employment	13,567	1/ 12,018
Supplementary	3,453	2/ 2,184

1/ Includes 334 trainees actively enrolled on June 30, 1941

2/ Includes 435 trainees actively enrolled on June 30, 1941

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Table II

Federal Security Agency
U. S. OFFICE OF EDUCATION
Washington, D. C.

PRE-EMPLOYMENT AND REFRESHER COURSES

Ending Net Enrollment for Women by State
June 30, September 30, October 31, November 30, 1941

State or Territory	Ending net enrollment for women			
	June 30, 1941	Sept. 30, 1941	Oct. 31, 1941	Nov. 30, 1941
(1)	(2)	(3)	(4)	(5)
TOTAL	435	3,173	4,600	5,116
Alabama	0	0	0	0
Arizona	-	7	6	7
Arkansas	0	0	0	0
California	33	705	899	735
Colorado	-	-	5	12
Connecticut	24	193	180	188
Delaware	0	0	0	0
Florida	-	15	33	12
Georgia	159	172	118	70
Idaho	-	-	12	11
Illinois	19	82	350	170
Indiana	1	105	139	238
Iowa	0	0	0	0
Kansas	-	3	9	13
Kentucky	-	13	86	114
Louisiana	0	0	0	0
Maine	0	0	0	0
Maryland	0	69	218	240
Massachusetts	79	25	159	433
Michigan	-	54	41	4
Minnesota	-	216	347	259
Mississippi	0	0	0	0
Missouri	-	109	96	210
Montana	0	0	0	0
Nebraska	-	-	7	66
New Hampshire	0	0	0	0
New Jersey	37	73	147	98
New Mexico	-	1	1	-
New York	53	377	595	623
North Carolina	0	0	0	0
North Dakota	0	0	0	0
Ohio	-	127	213	354
Oklahoma	19	-	23	27
Oregon	1	20	42	25
Pennsylvania	-	479	514	751
Rhode Island	0	0	0	0
South Carolina	-	-	9	-

State or Territory (1)	Ending net enrollment for women June 30, 1941 (2)	 Sept. 30, 1941 (3)	 Oct. 31, 1941 (4)	 Nov. 30, 1941 (5)
TOTAL	435	3,173	4,600	5,116
South Dakota	0	0	0	0
Tennessee	5	4	3	26
Texas	-	13	15	30
Utah	-	-	9	5
Vermont	0	0	0	0
Virginia	0	0	0	0
Washington	-	-	-	54
West Virginia	4	116	128	125
Wisconsin	1	180	183	198
Wyoming	-	2	2	3
District of Columbia	-	13	11	15
Hawaii	0	0	0	0
Puerto Rico	0	0	0	0

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Table III

Federal Security Agency
U.S. OFFICE OF EDUCATION
Washington, D. C.

SUPPLEMENTARY COURSES

Ending Net Enrollment for Women by State
June 30, September 30, October 31, November 30, 1941

State or Territory	Ending net enrollment for women June 30, 1941	Sept. 30, 1941	Oct. 31, 1941	Nov. 30, 1941
(1)	(2)	(3)	(4)	(5)
TOTAL	334	633	520	717
Alabama	0	0	0	0
Arizona	0	0	0	0
Arkansas	0	0	0	0
California	50	11	46	128
Colorado	-	-	25	-
Connecticut	124	40	42	47
Delaware	0	0	0	0
Florida	11	23	26	-
Georgia	5	-	-	5
Idaho	0	0	0	0
Illinois	-	180	53	77
Indiana	-	1	2	2
Iowa	-	-	2	1
Kansas	-	-	-	2
Kentucky	0	0	0	0
Louisiana	0	0	0	0
Maine	0	0	0	0
Maryland	0	39	10	7
Massachusetts	1	13	15	45
Michigan	2	66	13	27
Minnesota	0	0	0	0
Mississippi	2	-	-	-
Missouri	-	10	9	8
Montana	-	2	-	16
Nebraska	-	8	-	-
Nevada	0	0	0	0
New Hampshire	0	0	0	0
New Jersey	25	-	-	1
New Mexico	2	1	-	-
New York	42	194	169	204
North Carolina	0	0	0	0
North Dakota	0	0	0	0
Ohio	1	-	-	3
Oklahoma	4	-	-	-
Oregon	6	7	16	24
Pennsylvania	3	20	27	31
Rhode Island	0	0	0	0
South Carolina	-	-	11	-

State or Territory	Ending net enrollment for women			
	June 30, 1941	Sept. 30, 1941	Oct. 31, 1941	Nov. 30, 1941
(1)	(2)	(3)	(4)	(5)
TOTAL	334	633	520	717
South Dakota	0	0	0	0
Tennessee	-	12	3	7
Texas	46	2	7	24
Utah	0	0	0	0
Vermont	0	0	0	0
Virginia	-	-	29	30
Washington	6	-	-	13
West Virginia	0	0	0	0
Wisconsin	1	2	2	2
Wyoming	0	0	0	0
District of Columbia	0	0	0	0
Hawaii	3	2	13	13
Puerto Rico	0	0	0	0

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U. S. OFFICE OF EDUCATION
Vocational Training for Defense Workers
Washington, D.C.

ENROLLMENT OF WOMEN IN VE-ND COURSES CUMULATIVE ENROLLMENT FROM JULY 1, 1941 TO NOVEMBER 30, 1941 AND ENDING NET ENROLLMENT AS OF NOVEMBER 30, 1941 BY STATE

	Pre-employment-Refresher courses		Supplementary courses	
State or Territory	Cumulative enrollment from July 1, 1941 to November 30, 1941 1/	Ending net enrollment as of November 30, 1941	Cumulative enrollment from July 1, 1941 to November 30, 1941	Ending net enrollment as of November 30, 1941
(1)	(2)	(3)	(4)	(5)
TOTAL	12,018	5,116	2,184	717
Alabama	-	-	-	-
Arizona	28	7	0	0
Arkansas	-	-	-	-
California	2,146	735	172	128
Colorado	13	12	25	0
Connecticut	557	188	219	47
Delaware	-	-	-	-
Florida	16	12	77	0
Georgia	629	70	5	5
Idaho	11	11	0	0
Illinois	416	170	227	77
Indiana	238	238	7	2
Iowa	0	0	2	1
Kansas	36	13	7	2
Kentucky	159	114	0	0
Louisiana	-	-	-	-
Maine	-	-	-	-
Maryland	748	240	73	7
Massachusetts	582	433	79	45
Michigan	488	4	337	27
Minnesota	517	259	0	0
Mississippi	0	0	2	0
Missouri	229	210	8	8
Montana	0	0	16	16
Nebraska	66	66	0	0
Neveda	-	-	-	-
New Hampshire	-	-	-	-
New Jersey	607	98	70	1
New Mexico	0	0	2	0
New York	1,381	623	439	204
North Carolina	-	-	-	-
North Dakota	-	-	-	-

	Pre-employment-Refresher courses		Supplementary cours	
State or Territory	Cumulative enrollment from July 1, 1941 to November 30, 1941 1/	Ending net enrollment as of November 30, 1941	Cumulative enrollment from July 1, 1941 to November 30, 1941	Ending ne enrollment as of November 30, 1941
(1)	(2)	(3)	(4)	(5)
TOTAL	12,018	5,116	2,184	717
Ohio	530	354	5	3
Oklahoma	73	27	4	0
Oregon	43	25	38	24
Pennsylvania	1,543	751	85	31
Rhode Island	57	0	0	0
South Carolina	0	0	11	0
South Dakota	-	-	-	-
Tennessee	41	26	7	7
Texas	46	30	109	24
Utah	12	5	0	0
Vermont	-	-	-	-
Virginia	0	0	32	30
Washington	54	54	48	13
West Virginia	223	125	0	0
Wisconsin	491	198	65	2
Wyoming	4	3	0	0
District of Columbia	34	15	0	0
Hawaii	0	0	13	13
Puerto Rico	-	-	-	-

1/ Includes trainees rejected subsequent to enrollment as unsuited for training and dropouts.

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Table V

Federal Security Agency
U. S. OFFICE OF EDUCATION
Vocational Training for Defense Workers
Washington

LIST OF COURSES TRAINING WOMEN FOR DEFENSE OCCUPATIONS BY PRINCIPAL TRAINING CENTERS, AS OF NOVEMBER 30, 1941, PRE-EMPLOYMENT COURSES

Location and course title	Enrollment November 30, 1941
CALIFORNIA	
Alameda	
Airplane Coverer Fabric	14
Airplane Fabrication	14
Machine Shop	1
Alhambra	
Aircraft Sheet Metal	6
Installation Mech. III	1
Downey	
Aircraft Riveting and Assembly	22
El Monte	
Electric Wiring	17
Machine Shop II	17
Escondido	
Sheet Metal	1
Welding	2
LaVerne	
Airplane Sheet Metal	15
Sheet Metal Riveting	3

Location and course title	Enrollment November 30, 1941
CALIFORNIA	
Long Beach	
Aircraft Install. & Radio	25
Aviation Assembly & Install, Mech.	1
Aviation Metal	50
Welding	17
Los Angeles	
Power Sewing	180
Ontario	
Aircraft Sheet Metal	21
San Diego	
Electric Assembly	28
Electric Install. for Assembly	11
Inspection Aircraft	38
Plaster Pattern	10
Sheet Metal Aircraft	143
Tube Bending	10
Aircraft Covering	18
Fabric Work Aircraft	13
MARYLAND	
Baltimore	
Assembly small parts	107
Airplane Riveting	167
Hagerstown	
Acetylene Welding	13
Aircraft Sheet Metal	24
MASSACHUSETTS	
Chicopee	
Machine Oper. for Women	32

Location and course title	Enrollment November 30, 1941
MASSACHUSETTS	
Holyoke	
Machine Shop Practice Bench	44
Newtonville	
National Defense Training	14
Springfield	
Machine Shop	66
Waltham	
Industrial Jewel Making	7
NEW YORK	
Bay Shore L.I.	
Aircraft Fab. & Related Subjects	3
Buffalo	
Lens Grinding	30
Elmira	
Inspection	8
Hornell	
Welding	1
New York City	
Radio Comm. & Service	16
Pearl River	
Inspection Course	6

Location and course title	Enrollment November 30, 1941
NEW YORK	
Richfield Springs	
Machine Shop	1
Rochester	
Light Assembly	368
Army Ordnance Inspector	8
Machine Shop	46
Syracuse	
Blue Print Reading	21
Shop Math.	48
Utica	
Machine Shop Practice	4
Machine Shop Practice	4
Sheet Metal Pr. Division	19
Sheet Metal Shop Practice	46
OHIO	
Akron	
Machine Shop	29
Radio	17
Sheet Metal	67
Auto Mechanics	7
Cincinnati	
Sheet Metal & Welding	13
Radio Opr. & Repair	3
Gas & Arc. Welding	5
Machine Shop	2
Sheet Metal	16
Mach. Shop & Welding	2

Location and course title	Enrollment November 30, 1941
OHIO	
Cleveland	
Gen. Machine Shop	20
Sheet Metal Work	13
Columbus	
Machine Shop	14
Wood Patternmaking	28
Portsmouth	
Radio Repair & Constr. Theory	1
Toledo	
Auto Mechanics	2
Machine Shop	27
Radio Shop	11
Sheet Metal	31
Welding	3
Woodworking	4
PENNSYLVANIA	
Altoona	
Radio Assembly & Repair	5
Radio Constr. & Commun.	13
Mt. Carmel	
Radio Repair & Maint.	18
Philadelphia	
Detailing Mechanical	1
Detailing & Tracing	17
Elect. Maintenance	1
Instrument Inspection	12
Sheet Metal	6
Welding Acetylene	1
Detailing & Tracing	53
Embroidery Work	10
Light Manufacturing	79
Sewing Machine Operation	446

Location and course title	Enrollment November 30, 1941
PENNSYLVANIA	
Pittsburgh	
Machine Tool	8
Sheet Metal	9
Scranton	
Sheet Metal	6
Welding	16
Machine Tool Operation	16
Williamsport	
Aviation Instruction & Repair	1
CONNECTICUT	
Bridgeport	
General Machine	2
Hartford	
General Machine	11
Shop Training for Women	15
Middletown	
Gun Belt Making	5
New Britain	
Foundry Practice	13
General Machine	2
New Haven	
Power Sewing	61
Machine Shop	18

Location and course title	Enrollment November 30, 1941
CONNECTICUT	
Norwich	
Machine	15
Stamford	
Power Sewing	36
Shop Training Machine	2
Shop Training & Sheet Metal Work	1
Waterbury	
General Machine	14
Sheet Metal	5
ILLINOIS	
Chicago	
Radio Service	1
Machine Tool Operator	2
Marion	
Machine Tool Operation	12
Sheet Metal	32
Metropolis	
Machine Tool Operation	9
Sycamore	
Radio Assembly	38
INDIANA	
Hammond	
Power Sewing Machine	19
Industrial Sewing	19

Location and course title	Enrollment November 30, 1941
INDIANA	
Gary	
Machine Shop	17
Related Instruction	17
Indianapolis	
Radio	22
Sheetmetal	28
Welding	19
Muncie	
NYA Machine Shop	67
KENTUCKY	
Covington	
Electricity	36
Louisville	
Power Machine Oper.	64
MINNESOTA	
Minneapolis	
Power Machine Opr.	72
St. Paul	
Power Machine Sewing	231
MISSOURI	
Kansas City	
Machine Shop	4

Location and course title	Enrollment November 30, 1941
MISSOURI	
Louisiana	
Cold Metal	19
Machine Shop	29
Metal Insp.	33
St. Louis	
Machine Shop	16
Welding	4
Sheet Metal	8
WEST VIRGINIA	
Charleston	
Drafting	3
Clarksburg	
Auto Mechanics	57
Comb. Weld.	9
Martinsburg	
Aircraft Sheet Metal	9
South Charleston	
Arc. Welding	5
Machine Tool Operation	8
Wheeling	
Related Sheet Metal	34

Location and course title	Enrollment November 30, 1941
WISCONSIN	
Cudahy	
Machine Shop	5
Fort Atkinson	
Sheet Metal	4
Kaukauna	
Machine Shop	1
Sheet Metal	11
Madison	
Machine Shop	1
Milwaukee	
Electricity	12
Foundry	3
Machine Shop	1
Power Sewing	49
Welding	2
Oshkosh	
Communications	3
Machine Shop	5
Stoughton	
Machine Shop	2
Superior	
Radio & Telegraphy	17
Watertown	
Machine Shop & Welding	6

Location and course title	Enrollment November 30, 1941
WISCONSIN	
Waukesha	
Welding	1
Wausau	
Elect.	9
West Allis	
Auto Mechanics	1
Electricity	16
Machine Shop	7
Molding & Coremaking	8
Sheet Metal	11
Welding	2

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Federal Security Agency
U. S. OFFICE OF EDUCATION
Vocational Training for Defense Workers
Washington

LIST OF COURSES TRAINING WOMEN FOR DEFENSE OCCUPATIONS BY PRINCIPAL TRAINING CENTERS, AS OF NOVEMBER 30, 1941, SUPPLEMENTARY COURSES

Location and course title	Enrollment November 30, 1941
CALIFORNIA	
Alameda	
Airplane Fabrications	1
Airplane Mechanic Gas Engine	3
Burbank	
Aircraft and Electric Assembly	3
Navigation and Meteorology	3
Airplane and its Components	28
Sheet Metal Fabrications	1
Steel Welding	1
Downey	
Aircraft Acetylene Welding (Adv.)	3
Aircraft Acetylene Welding (Beg.)	3
Aircraft Electric Assembly	12
Sheet Metal Inspection	2
Assembly Inspection	2
Glendale	
Tool Planning	1
Inglewood	
Machine Shop Practice	4
Long Beach	
Blueprint Reading	10

Location and course title	Enrollemnt November 30, 1941
National City	
Aircraft Blueprint Reading	2
Sheet Metal Fabrications	1
Sheet Metal Fabrications and Riveting	1
San Francisco	
Aircarft Structural	1
Metal Parts Inspection	20
MARYLAND	
Elkton	
Blueprint Reading and Measure	4
Hagerstown	
Aircraft Blueprint Reading	3
MASSACHUSETTS	
Chicopee	
Radio	10
East Boston	
Machine Inspection for Ordnance	28
Pittsfield	
Blueprint Reading for Assembly	2
Waltham	
Blueprint Reading	2
NEW YORK	
Amsterdam	
Blueprint Reading	7

Location and course title	Enrollment November 30, 1941
Binghamton	
Acetylene Welding	1
Applied Mathematics	1
Blueprint Reading	1
Buffalo	
Blueprint Reading and Sketching	8
Industrial Chemistry	8
Machine Shop	23
Mechanical Drawing and Sketching	14
Precision Measure	34
Cortland	
Blueprint Reading	1
Elmira	
Blueprint Reading	1
Herkimer	
Inspection	11
Ilion	
Drafting and Blueprint Reading	12
New York	
Radio Communications and Service	4
Niagara Falls	
Blueprint Reading	1
Chemistry Industrial	2
Nyack	
Welding	5
Richfield Springs	
Blueprint Reading	3

Location and course title	Enrollment November 30, 1941
Rochester	
Machine Shop Practice	2
Schenectady	
Blueprint Reading	12
Radio Assembly	19
Radio Blueprint Reading	18
Scotia	
Applied Engineer Mathematics	1
Syracuse	
Blueprint Reading	1
Elementary Machine Tool	1
Troy	
Elementary Metallurgy	2
Foremanship and Supervision	3
Mathematics for Machine II	1
Tracing	7
OHIO	
Cincinnati	
Electrical Motor Repair	3
PENNSYLVANIA	
Ardmore	
Advanced Mechanical Drafting	1
Philadelphia	
Related Instruction (Metal Trades)	6
Blueprint Reading	1
Drafting, Mechanical	4
Drafting, Electrical	11
Rankin	
Blueprint Reading	2

Location and course title	Enrollment November 30, 1941
CONNECTICUT	
Derby	
Blueprint Reading	1
Rockville	
General Machine	6
ILLINOIS	
Metropolis	
Welding	15
MISSOURI	
St. Louis	
Welding Gas	8
WISCONSIN	
Milwaukee	
Blueprint Reading	1
Sheet Metal	1
Welding	1

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SUPP.-5

Federal Security Agency
U. S. OFFICE OF EDUCATION
Washington, D. C.

ENGINEERING, SCIENCE AND MANAGEMENT DEFENSE TRAINING

Female Enrollment in EDT and ESMDT Courses by State and Institution From October 9, 1940 to November 30, 1941

(Based on Monthly Enrollment Reports)

State and institution	October 9, 1940 to June 30, 1941 1/	July 1, 1941 to November 30, 1941	Ocotber 9, 1940 to November 30, 1941
(1)	(2)	(3)	(4)
U. S. TOTAL	776	3,660	4,436
Alabama (State total)	90	440	530
Alabama Polytech, Institute	90	132	222
University of Alabama	0	308	308
Arizona (State total)	0	1	1
University of Arizona	0	1	1
Arkansas (State total)	6	3	9
University of Arkansas	6	3	9
California (State total)	40	102	142
Calif. Inst. of Tech.	5	5	10
Stanford University	3	6	9
University of California	20	63	83
University of Santa Clara	0	3	3
University of So. Calif.	12	25	37
Colorado (State total)	20	54	74
Colorado Sch. of Mines	1	3	4
Colorado State College	0	1	1
Regis College	0	3	3
University of Colorado	7	6	13
University of Denver	12	41	53
Connecticut (State total)	29	56	85
University of Connecticut	21	36	57
Yale University	8	20	28
Delaware (State total)	1	4	5
University of Delaware	1	4	5
Florida (State total)	1	50	51
University of Florida	1	50	51
Georgia (State total)	0	1	1
Georgia School of Tech.	0	1	1

State and institution (1)	October 9, 1940 to June 30, 1941 1/ (2)	July 1, 1941 to November 30, 1941 (3)	October 9, 1940 to November 30, 1941 (4)
Illinois (State total)	9	67	76
Bradley Polytechnic Inst.	1	3	4
Illinois Inst. of Tech.	7	28	35
Northwestern University	1	3	4
University of Chicago	0	1	1
University of Illinois	0	32	32
Indiana (State total)	5	116	121
Butler University	0	3	3
Indiana University	0	93	93
Purdue University	3	8	11
Rose Polytechnic Inst.	2	3	5
Univeristy of Notre Dame	0	9	9
Iowa (State total)	7	12	19
Iowa State College	4	12	16
State University of Iowa	3	0	3
Kansas (State total)	24	93	117
Kansas State College	8	5	13
University of Kansas	16	88	104
Kentucky (State total)	25	4	29
University of Louisville	25	4	29
Louisiana (State total)	6	120	126
Louisiana State University	0	25	25
Southwestern Louisiana Inst.	0	91	91
Tulane Univ. of Louisiana	6	4	10
Maine (State total)	8	18	26
University of Maine	8	18	26
Maryland (State total)	1	11	12
University of Maryland	1	11	12
Massachusetts (State total)	10	48	58
Boston College	0	5	5
Boston University	0	7	7
Harvard University	3	0	3
Mass. Inst. of Tech.	5	6	11
Mass. State College	0	4	4
Northeastern University	2	19	21
Tufts College	0	7	7
Michigan (State total)	29	35	64
Lawrence Inst. of Tech.	0	2	2
Michigan College of M&T	1	0	1
Michigan State College	8	2	10

State and institution	October 9, 1940 to June 30, 1941 1/	July 1, 1941 to November 30, 1941	October 9, 1940 to November 30, 1941
(1)	(2)	(3)	(4)
Michigan (cont'd)			
University of Detroit	2	2	4
University of Michigan	13	25	38
Wayne University	5	4	9
Mississippi (State total)	0	113	113
Mississippi State College	0	113	113
Missouri (State total)	0	19	19
Washington University	0	19	19
Nebraska (State total)	2	1	3
University of Nebraska	2	1	3
New Hampshire (State total)	5	44	49
Dartmouth College	1	12	13
University of New Hampshire	4	32	36
New Jersey (State total)	6	25	31
Newark College of Engineering	5	5	10
Princeton University	0	3	3
Rutgers University	1	16	17
Stevens Institute of Technology	0	1	1
New Mexico (State total)	2	9	11
University of New Mexico	2	9	11
New York (State total)	83	200	283
Clarkson College of Tech.	0	5	5
College of the City of New York	7	16	23
Cornell University	3	22	25
Defense Train. Institute	1	12	13
Long Island University	0	4	4
Manhattan College	2	0	2
New York University	3	42	45
Polytechnic Institute of Brooklyn	0	1	1
Pratt Institute	1	0	1
Rensselaer Polytechnic Institute	3	3	6
Syracuse University	0	3	3
Union College	63	69	132
University of Buffalo	0	19	19
University of Rochester	0	4	4
North Carolina (State total)	2	77	79
Duke University	2	39	41
N.C. State College	0	9	9
University of N. C.	0	29	29

State and institution (1)	October 9, 1940 to June 30, 1941 1/ (2)	July 1, 1941 to November 30, 1941 (3)	October 9, 1940 to November 30, 1941 (4)
Ohio (State total)	54	270	324
Case School of Apl. Sc.	3	19	22
Fenn College	0	43	43
Miami University	0	37	37
Ohio Northern University	4	5	9
Ohio State University	18	37	55
Ohio University	22	57	79
University of Akron	3	0	3
University of Cincinnati	0	45	45
University of Dayton	4	1	5
University of Toledo	0	17	17
Western Reserve University	0	7	7
Youngstown College	0	2	2
Oklahoma (State total)	10	3	13
University of Oklahoma	2	2	4
University of Tulsa	8	1	9
Oregon (State total)	0	1	1
Oregon State College	0	1	1
Pennsylvania (State total)	165	1,413	1,578
Bucknell University	4	1	5
Carnegie Institute of Tech.	42	69	111
Drexel Inst. of Tech.	6	21	27
Haverford College	0	2	2
Lafayette College	0	1	1
Pennsylvania State College	96	1,154	1,250
Swarthmore College	0	1	1
Univ. of Pennyslvania	5	63	68
Univ. of Pittsburgh	12	99	111
Villanova College	0	2	2
Rhode Island (State total)	4	12	16
Brown University	2	2	4
R.I. State College	2	10	12
South Carolina (State total)	8	38	46
The Citadel	0	4	4
Clemson Agric. College	4	19	23
Univ. of South Carolina	4	15	19
South Dakota (State total)	2	0	2
South Dakota State College	2	0	2
Tennessee (State total)	5	31	36
University of Tenn.	0	26	26
Vanderbilt Univ.	5	5	10

State and institution (1)	October 9, 1940 to June 30, 1941 1/ (2)	July 1, 1941 to November 30, 1941 (3)	October 9, 1940 to November 30, 1941 (4)
Texas (State total)	11	67	78
A & M College of Texas	0	12	12
Southern Methodist Univ.	10	5	15
Texas Christian Univ.	0	12	12
University of Texas	1	38	39
Utah (State total)	2	0	2
University of Utah	2	0	2
Vermont (State total)	1	0	1
University of Vermont	1	0	1
Virginia (State total)	11	14	25
Virginia Poly. Inst.	1	1	2
University of Virginia	10	13	23
Washington (State total)	1	39	40
State College of Washington	0	1	1
University of Washington	1	38	39
District of Columbia (State total)	91	49	140
Catholic Univ. of America	3	10	13
George Washington Univ.	70	25	95
Howard University	18	14	32

1/ Instruction began in the first EDT course on December 9, 1940.

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Table VIII

Federal Security Agency
NATIONAL YOUTH ADMINISTRATION

NUMBER OF GIRLS EMPLOYED IN SELECTED TYPES OF WORK ACTIVITIES BY MONTH
OUT-OF-SCHOOL WORK PROGRAMS
Fiscal Year 1942

MACHINE AND METAL WORKING SHOPS A/

Region and State	Number of Girls July	August	September	October	November
GRAND TOTAL	1,869	4,243	5,410	6,359	5,916
REGION I - Total	794	1,501	1,670	1,780	1,729
Connecticut	203	205	159	108	116
Maine	-	-	-	-	-
Massachusetts	156	150	413	325	362
New Hampshire	9	11	11	18	27
New York City and Long Island	3	4	2	-	1
New York (Excel. N.Y.C.&L.I.)	423	1,056	987	1,222	1,163
Rhode Island	-	74	97	106	60
Vermont	-	1	1	1	-
REGION II - Total	887	2,258	3,098	3,761	3,295
Delaware	-	-	-	-	-
District of Columbia	-	116	106	89	81
Illinois	171	710	887	855	880
Indiana	218	380	567	574	548
Kentucky	2	2	3	1	1
Maryland	83	255	336	349	86
Michigan	145	205	298	857	565
New Jersey	27	57	118	52	27
Ohio	106	204	347	400	341
Pennsylvania	66	101	92	248	367
West Virginia	42	40	88	82	94
Wisconsin	27	188	256	254	305
REGION III - Total	44	54	24	19	17
Alabama	-	16	-	-	-
Arkansas	-	2	2	-	2
Florida	42	35	16	17	13
Georgia	-	1	-	1	1
Louisiana	-	-	-	-	-
Mississippi	1	-	6	1	-
North Carolina	-	-	-	-	-
South Carolina	-	-	-	-	-
Tennessee	-	-	-	-	-
Texas	1	-	-	-	1
Virginia	-	-	-	-	-

A/ Includes machine, sheet metal, welding, foundry, forge and blacksmith shops.

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Region and State	July	August	September	October	November
	Number of Girls				
REGION IV - Total	75	217	432	637	689
Colorado	-	4	-	-	-
Iowa	37	65	211	326	303
Kansas	-	8	14	15	18
Minnesota	1	-	12	24	29
Missouri	-	45	104	173	177
Montana	-	-	-	-	-
Nebraska	27	75	76	54	69
New Mexico	-	6	1	1	2
North Dakota	-	-	-	-	-
Oklahoma	-	-	-	27	73
South Dakota	-	-	-	-	-
Wyoming	10	14	14	17	18
REGION V - Total	69	213	186	162	186
Arizona	-	-	-	-	-
California	68	213	182	143	172
Idaho	-	-	3	2	10
Nevada	-	-	-	-	-
Oregon	-	-	-	1	1
Utah	-	-	-	16	3
Washington	1	-	1	-	-

Table IX

Federal Security Agency
NATIONAL YOUTH ADMINISTRATION

NUMBER OF GIRLS EMPLOYED IN SELECTED TYPES OF WORK ACTIVITIES BY MONTH
OUT-OF-SCHOOL WORK PROGRAMS
Fiscal Year 1942

RADIO AND ELECTRICAL

Region and State	Number of Girls				
	July	August	September	October	November
GRAND TOTAL	547	690	958	1,093	1,201
REGION I - Total	174	169	211	233	230
Connecticut	16	21	10	-	-
Maine	-	-	-	-	-
Massachusetts	13	19	15	61	41
New Hampshire	-	-	15	21	23
New York City and Long Island	10	33	49	34	47
New York (Excl. N.Y.C. & L.I.)	135	96	116	117	108
Rhode Island	-	-	6	-	11
Vermont	-	-	-	-	-
REGION II	245	318	426	634	634
Delaware	3	4	31	36	32
District of Columbia	-	-	2	-	-
Illinois	50	74	59	68	157
Indiana	46	42	42	54	68
Kentucky	20	39	26	19	15
Maryland	12	4	3	-	2
Michigan	4	-	3	42	10
New Jersey	-	-	-	-	-
Ohio	55	57	72	71	88
Pennsylvania	26	16	31	114	79
West Virginia	-	15	-	-	-
Wisconsin	29	65	157	130	183
REGION III - Total	35	75	122	103	107
Alabama	-	2	15	5	5
Arkansas	-	8	17	11	17
Florida	6	40	28	30	37
Georgia	20	12	28	22	12
Louisiana	-	2	1	-	2
Mississippi	-	-	6	9	7
North Carolina	-	-	-	-	-
South Carolina	-	-	-	-	-
Tennessee	-	-	-	-	-
Texas	9	11	27	26	27
Virginia	-	-	-	-	-

Region and State	Number of Girls July	August	September	October	November
REGION IV - Total	65	71	100	142	137
Colorado	-	1	-	-	-
Iowa	9	28	38	30	41
Kansas	-	6	11	10	10
Minnesota	-	-	-	-	-
Missouri	31	-	33	67	48
Montana	-	-	7	18	18
Nebraska	21	22	10	3	3
New Mexico	-	-	-	-	7
North Dakota	-	-	-	-	-
Oklahoma	4	16	1	17	10
South Dakota	-	-	-	-	-
Wyoming	-	-	-	-	-
Region V - Total	27	57	99	79	92
Arizona	-	-	-	-	-
California	10	43	70	51	54
Idaho	-	-	8	8	7
Nevada	-	-	-	-	-
Oregon	7	9	21	22	23
Utah	-	-	-	-	7
Washington	1	5	-	-	1
TERRITORIES - Total	1	-	-	2	1
Alaska	1	-	-	-	-
Puerto Rico	-	-	-	2	1

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NUMBER OF GIRLS EMPLOYED IN SELECTED TYPES OF WORK ACTIVITIES BY MONTH
OUT-OF-SCHOOL WORK PROGRAMS
Fiscal Year 1942

WOODWORKING

Region and State	Number of Girls July	August	September	October	November A/
GRAND TOTAL	3,192	4,864	4,694	3,755	2,401
REGION I - Total	874	912	697	653	623
Connecticut	113	91	58	34	7
Maine	-	-	-	-	-
Massachusetts	86	105	66	20	25
New Hampshire	36	27	40	25	18
New York City and Long Island	1	8	3	4	1
New York (Excl. N. Y. C. & L.I.)	638	681	530	570	572
Rhode Island	-	-	-	-	-
Vermont	-	-	-	-	-
REGION II - Total	1,445	2,368	2,114	1,375	485
Delaware	-	-	-	-	-
District of Columbia	-	-	-	-	-
Illinois	464	1,017	678	492	62
Indiana	172	228	167	59	54
Kentucky	24	1	80	44	23
Maryland	5	34	20	-	16
Michigan	24	36	15	13	10
New Jersey	-	1	16	5	-
Ohio	286	357	346	220	26
Pennsylvania	409	460	535	397	241
West Virginia	24	83	59	72	57
Wisconsin	37	151	198	73	6
REGION III - Total	235	470	576	484	433
Alabama	5	20	76	37	20
Arkansas	88	129	169	105	-
Florida	7	55	42	47	25
Georgia	1	10	14	18	30
Louisiana	10	36	35	37	39
Mississippi	-	-	-	-	-
North Carolina	36	105	114	128	215
South Carolina	-	2	2	1	1
Tennessee	26	60	54	59	85
Texas	62	44	19	16	10
Virginia	-	9	51	36	8

	Number of Girls				
	July	August	September	October	November A/
REGION IV - Total	466	746	880	832	701
Colorado	1	11	68	49	5
Iowa	116	263	177	187	148
Kansas	-	-	6	14	-
Minnesota	28	20	24	47	36
Missouri	125	65	58	44	27
Montana	21	24	12	13	12
Nebraska	37	112	168	71	37
New Mexico	29	122	154	253	254
North Dakota	6	16	27	30	22
Oklahoma	7	9	16	-	1
South Dakota	6	-	58	46	53
Wyoming	90	104	112	78	106
REGION V - Total	172	368	427	298	159
Arizona	-	-	-	10	41
California	118	234	267	177	-
Idaho	-	-	-	2	5
Nevada	1	23	19	1	1
Oregon	-	7	12	2	1
Utah	-	3	6	1	16
Washington	53	101	123	105	95
TERRITORIES - Total	-	-	-	113	-
Virgin Islands	-	-	-	113	-

A/ Employment on Regular Program only, girls no longer assigned to woodworking shops operated under the Defense Program.

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NUMBER OF GIRLS EMPLOYED IN SELECTED TYPES OF WORK ACTIVITIES BY MONTH OUT-OF-SCHOOL WORK PROGRAMS Fiscal Year 1942

AUTOMOTIVE AND MECHANICAL

Region and State	Number of Girls				
	July	August	September	October	November
GRAND TOTAL	62	154	155	231	242
REGION I - Total	-	25	1	-	-
Connecticut	-	24	-	-	-
Maine	-	-	-	-	-
Massachusetts	-	-	-	-	-
New Hampshire	-	-	-	-	-
New York City and Long Island	-	-	-	-	-
New York (Excl. N.Y.C. & L.I.)	-	-	-	-	-
Rhode Island	-	1	1	-	-
Vermont	-	-	-	-	-
REGION II - Total	25	75	94	155	140
Delaware	-	-	-	-	-
District of Columbia	-	-	-	-	-
Illinois	-	5	-	-	4
Indiana	-	-	-	-	-
Kentucky	-	25	1	2	2
Maryland	-	8	23	52	20
Michigan	-	-	-	8	3
New Jersey	-	-	-	-	-
Ohio	8	10	10	28	20
Pennsylvania	10	14	23	14	31
West Virginia	5	12	32	50	58
Wisconsin	2	1	5	1	2
REGION III - Total	29	41	31	16	15
Alabama	-	18	18	-	-
Arkansas	5	5	5	7	4
Florida	17	-	-	-	1
Georgia	-	9	2	1	-
Louisiana	-	-	-	-	-
Mississippi	-	-	1	1	1
North Carolina	-	-	-	1	1
South Carolina	-	-	-	-	-
Tennessee	-	-	-	-	-
Texas	7	9	5	6	8
Virginia	-	-	-	-	-

	Number of Girls				
Region and State	July	August	September	October	November
REGION IV - Total	2	4	23	47	66
Colorado	-	-	-	-	-
Iowa	-	2	20	28	39
Kansas	-	-	-	-	-
Minnesota	-	-	-	-	1
Missouri	2	-	2	18	19
Montana	-	-	-	-	-
Nebraska	-	-	-	-	2
New Mexico	-	-	-	-	-
North Dakota	-	-	-	-	-
Oklahoma	-	2	1	1	5
South Dakota	-	-	-	-	-
Wyoming	-	-	-	-	-
REGION V - Total	6	9	6	13	21
Arizona	-	-	-	-	-
California	6	9	6	-	-
Idaho	-	-	-	-	-
Nevada	-	-	-	-	-
Oregon	-	-	-	13	21
Utah	-	-	-	-	-
Washington	-	-	-	-	-

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NUMBER OF GIRLS LEAVING NYA PROJECTS TO ACCEPT JOBS IN PRIVATE INDUSTRY -- OUT OF SCHOOL WORK PROGRAM

Month of November 1941

Type of Industry	Number of Girls
Total A/	9,672
Manufacturing industries - Total	2,002
Food and kindred products, and tobacco	307
Textile and textile products	612
Lumber, furniture, and finished lumber products	71
Paper and allied products	58
Printing, publishing and allied industries	122
Rayon and allied products	12
Chemical products (excl. rayon and allied products)	28
Petroleum and coal products	17
Rubber products	28
Leather and leather products	126
Stone, clay, and glass products	57
Iron and steel and their products (excluding machinery)	65
Non-ferrous metals and their products (excl. machinery)	43
Electrical machinery and equipment	98
Agricultural machinery and equipment	7
Metalworking machinery and equipment	11
Other machinery and equipment	41
Aircraft and parts	17
Automobiles and automobile equipment	39
Ship and boat building and repairing	5
Railroad and other transportation equipment	3
Other manufacturing industries	235
Non-manufacturing industries - Total	4,633
Agriculture, forestry (excl. logging), and fishing	41
Mining, quarrying, and petroleum production	7
Construction	36
Air transportation and service	2
Railroads (interstate)	10
Other transportation and services	28
Telephone, telegraph, and related services	143
Electric, gas, and other local public utilities	36
Wholesale and retail trades	1,996
Finance, insurance, and real estate	323
Service industries (excluding domestic service)	1,030
Domestic service	634
Other non-manufacturing industries	347
Unknown industry	3,037

A/ Includes one-half of the youth whose reasons for leaving were not reported.

Table XIII

Federal Security Agency
NATIONAL YOUTH ADMINISTRATION

NUMBER OF YOUTH LEAVING NYA PROJECTS TO ACCEPT JOBS IN PRIVATE INDUSTRY - OUT-OF-SCHOOL WORK PROGRAM

July 1941 through November 1941

Type of Industry	Number of Youth		
	Total	Male	Female
Total A/	170,635	110,463	60,172
Manufacturing industries - Total	39,237	25,660	13,577
Food and kindred products, and tobacco	4,955	2,755	2,200
Textile and textile products	5,869	1,795	4,074
Lumber, furniture, and finished lumber products	2,429	2,027	402
Paper and allied products	967	566	401
Printing, publishing, and allied industries	1,389	679	710
Rayon and allied products	291	119	172
Chemical products (excl. rayon and allied products)	874	520	354
Petroleum and coal products	476	392	84
Rubber products	465	277	188
Leather and leather products	1,483	697	786
Stone, clay, and glass products	981	658	323
Iron and steel and their products (excluding machinery)	3,090	2,617	473
Non-ferrous metals and their products (excl. machinery)	1,077	788	289
Electrical machinery and equipment	1,815	1,180	635
Agricultural machinery and equipment	322	279	43
Metalworking machinery and equipment	1,360	1,255	105
Other machinery and equipment	1,513	1,242	271
Aircraft and parts	3,866	3,581	285
Automobiles and automobile equipment	1,032	829	203
Ship and boat building and repairing	1,025	971	54
Railroad and other transportation equipment	389	363	26
Other manufacturing industries	3,569	2,070	1,499
Non-manufacturing industries - Total	60,097	34,951	25,146
Agriculture, forestry (excl. logging) and fishing	10,217	9,717	500
Mining, quarrying, and petroleum production	994	962	32
Construction	4,389	4,175	214
Air transportation and service	259	243	16
Railroads (interstate)	1,422	1,364	58
Other transportation and services	1,430	1,241	189
Telephone, telegraph, and related services	1,568	559	1,009
Electric, gas, and other local public utilities	929	624	305
Wholesale, and retail trade	17,292	8,203	9,089
Finance, insurance, and real estate	2,303	426	1,877
Service industries (excluding domestic service)	11,621	5,135	6,486
Domestic Service	4,135	489	3,646
Other non-manufacturing industries	3,538	1,813	1,725
Unknown industry	71,301	49,852	21,449

A/ Includes one-half of the youth whose reasons for leaving were not reported.

MOBILIZATION POLICIES - MARCH, 1942

WAR NEEDS WILL ABSORB A THIRD OF NATION'S 18-64 AGE GROUP BY YEAR END

Washington - War's voracious appetite for manpower will bite deep into the lives of American men and women in the months just ahead.

Before this year closes, one out of every three men and women between 18 and 64 will be mustered into war service - to fight, to arm the fighters or to feed the nation, its armies and its allies.

Line up in one row all American men of military age, 20 to 44. Already one out of every 10 wears a uniform. By the year-end the number will have risen to one out of every six.

Now add to the line all Americans - both men and women - between 18 and 60. Today every eleventh man or woman in the line works in a war-related job. By the year-end two out of every 11 will be war workers. One in 10 will be war workers. One in 10 will be a farmer.

Along the entire line of more than 82 million souls, every third person will wear a uniform, the gloves of a war factory worker, or the overalls of a farmer.

Shifts Are Prodigious.

The shift in manpower which makes these steps necessary is prodigious. This is how it is expected to take place during 1942:

Ten million men and women will go to work in war industries during the year, making the total in those industries	15,000,000
Many of these men and women will come from non-war industries where employment will drop 7.6 million to	21,800,000
Army, Navy and Marine Corps wants 2.2 million more men this year, bringing their combined strength to	4,200,000
Farms will lose a net of 400,000 workers to the armed forces and factories leaving	8,500,000
Self-employed persons and professional workers will decline by 400,000 to	5,500,000
Unemployed persons will thin out by 1.5 million	
To an "irreducible minimum" of	2,400,000
Making a total "labor force" of	57,400,000

This labor force outnumbers that of 1941 by 2 million persons. Almost all of this 2 million increase must be recruited from women who would not ordinarily look for work.

- Eugene S. Duffield, Wall Street Journal
March 30, 1942

PM

WAR PRODUCTION BOARD

For Immediate Release
Friday, March 27, 1942

Labor Division

WPB - 692

Four million women, almost six times as many as are now so employed, must be directly engaged in war production by the end of 1943, according to a statement made today by Miss Thelma McKelvey, Chief, Women's Labor Supply Service, Labor Division, War Production Board, before the 21st Annual Massachusetts Defense Safety Conference.

Addressing a group of industrialists from the New England area, Miss McKelvey pointed out that the expanding manpower needs of war production call for a war labor force of 15,000,000 workers by the end of 1942, 23,000,000 workers by the end of 1943. To meet these manpower goals, we must draw millions of new workers into the labor market.

"Women are our most important labor reserve", Miss McKelvey said. The Women's Labor Supply Service of the Labor Division predicts that three or four million women workers, possibly even more, will be drawn into war industry this year.

Miss McKelvey said that "We must start training these workers now so that they will be ready as jobs open up. We cannot afford to wait until the last minute."

The place of women in industry was well established during the first World War. To win this war the Women's Labor Supply Service emphasizes the necessity of drawing women into industry in ever increasing numbers. Miss McKelvey pointed out that women's adaptability to factory work is limited only by the physical strength requirements of certain jobs. In many kinds of precision work, she said, women are superior to men.

Stressing the principle of "equal pay for equal work", Miss McKelvey urged employers to utilize the local labor supply and thus to avoid unnecessary labor migration with its resulting housing congestion and transportation difficulties.

"It is not true", she said, "that women in industry are a safety hazard. Any new worker, man or woman, who takes up a new tool must be given safety instruction along with job instruction. To keep industrial accidents to a minimum, safety should be built into every job from the first moment of training.

"One of the major causes of industrial accidents is fatigue. Both men and women are subject to the fatigue which comes from too-long hours, insufficient rest or poor diet. These factors are not alone the worker's concern; they are very much the employer's concern, since they closely affect production.

"The women of America are ready and eager to do their share in winning this war. The sooner labor, management and government agencies begin to prepare women for jobs, the more quickly we will meet our production goals."

30607

For Immediate Release
Friday, March 27, 1942.

WAR PRODUCTION BOARD
LABOR DIVISION

W - 41

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Speech by Miss Thelma McKelvey, Chief, Women's Labor Supply Service, Labor Division, War Production Board, at 21st Annual Massachusetts Defense Safety Conference, Boston, Massachusetts, March 27, 1942, at 10 A.M. E.W.T.

MILLIONS OF WOMEN WANTED FOR WAR PRODUCTION

Every time an able-bodied American is inducted into the Army or the Navy, the potential labor force of the United States is diminished by one. Every time a new soldier or sailor puts on his uniform and gets his preliminary instructions, the number of guns our armed forces need is increased by one. Every time the Japs or the Germans shoot down an Allied plane or torpedo an Allied freighter, American industry chalks up a pledge to replace it with two planes or two freighters. In fact, every step in our military strategy has a corresponding step in industrial strategy.

Today we have fighting men in Australia, in Ireland, in the Philippines and the Pacific Islands, in the West Indies, in Panama, in Iceland. They cannot carry out their great responsibilities unless we have men and women in ever greater numbers producing weapons in Boston, in Chicago, in San Francisco, and in hundreds of other industrial cities in the United States.

About 55 million people are gainfully employed in this country today. Between 6 and 7 million of them are directly engaged in war production, but to turn out the guns and tanks and planes and ships that our armed forces must have in 1942, we will need more than 15 million war industry workers by the end of this year. Production quotas for the following year call for the employment of nearly 23 million war workers by the end of 1943.

The manpower demands of war production have already taken up most of the unemployment slack in our existing labor force; and while many of these new war workers will transfer from jobs in civilian industry, we will have to draw upon new reservoirs of labor in order to keep our machines going around-the-clock, seven days a week.

There is no more important reserve of labor than women, and the next two years will bring not two million, but more probably 3 or 4 million women -- perhaps more -- into war industries.

There are 13 million women in the labor market today. Some three million of these are already employed in manufacturing of some kind. Tens of thousands of the remaining 10 million can be trained quickly for war production jobs. Other thousands will transfer from civilian production to war production. Many women not now employed have been factory workers in the past, and would need only brief "refresher courses" to re-equip themselves for war jobs.

While the employment of women in war industries in increasing numbers is inevitable, I urge employers not to look upon women workers as a problem, or as a substitute. Rather, management should think of the employment of women as a major solution to their personnel problems. In many industrial centers, labor shortages are either present or looming just around the corner. While women will not add to the supply of skilled labor immediately, they are a large and promising source of industrial manpower through training in the vocational schools or in the plant on the job.

The importance of training -- and the importance of training now -- cannot be overemphasized. As a nation facing the realities of the near future, we cannot wait to begin training new women workers on the same day that we find that they are needed to produce war material. The Defense Training Program carried on in the public vocational schools has trained millions of men for war jobs in "refresher" courses, preemployment, and supplementary courses. But in the year and a half since the Defense Training Program was initiated, fewer than thirty thousand women have been trained in such courses. It is immediately necessary to admit women to defense training classes in preparation for their induction into war industries.

The Labor Division of the War Production Board does not advocate separate training for women. The Labor Division urges the opening up of training opportunities in existing classes to thousands of additional women. To do the same jobs that men do, women should have exactly the same training that men have, and there is no need for duplication of effort in separate classes. What we do need is a coordinated effort among all the government and private agencies concerned, as well as management and labor. The full use of labor supply -- and most important, local labor supply -- is not the responsibility of one agency, or of industry alone -- but rather a shared responsibility.

There is no question but that a productive war labor force of 23 million persons by the end of 1943 means greatly extended training activities immediately. The best place to train a new worker is in the plant, right on the job, where he can learn by doing, produce while learning. Instead of lengthening the weekly hours of our present war workers, which some people are mistakenly advocating, the base of war employment should be broadened to include all reserves of local labor supply -- women, older workers, handicapped, Negroes, and any other groups who have not yet been given an opportunity to participate in the war program and who have the ability to produce.

The Training-Within-Industry Branch of the Labor Division has a staff of consultants all over the country, to help manufacturers analyze their training needs and work out in-plant programs of upgrading and training. A recent bulletin issued by the Training-Within-Industry Branch points out that there is nothing very new or startling about the employment of women in industry; that women constitute a fourth of the workers in manufacturing establishments; that they are indispensable in the fields of service, teaching, and clerical work; and that they have entered managerial and professional fields in great numbers. New England is thoroughly familiar with women workers in her textile mills and shoe factories.

But the idea of employing women is still foreign, and perhaps a little appalling to many men in the war industries -- aviation, ordnance, shipbuilding and others. It is in these industries that more and more women workers will be needed as our war production spurts ahead and as men are drawn in increasing numbers into the fighting forces.

✓ Actually, the only restricting factor in the employment of women is the physical requirements of certain jobs, those which require strength to perform. Industrial experience has demonstrated without dispute that women bring to their jobs an accuracy and deftness that are invaluable in manufacturing operations. In many kinds of precision work, they are superior to men. It is generally admitted that women make better inspectors than men.

What is more, employing a woman for any job that she can do, or can learn to do, may release a man for more skilled work, or work not suitable for women, or for service in the armed forces.

Let me tell you just a few of the jobs that women have done and can do satisfactorily.

In electrical plants, women can work as radio assemblers or armature winders. Some work at engine lathes and milling machines, others as spot welders or airplane coverers. In a plant that makes bandage shears for government use, women do all the assembling, shaping, sharpening, testing, and chrome plating. In rubber factories, women work on bullet-proof gas tanks. Needles and thread have been women's tools for centuries, but cutting and stitching silk parachutes is a new departure.

The number of women who are working in aircraft factories today is a small fraction of all aircraft workers. They are engaged chiefly in sewing covers for rudders, ailerons, wing tabs, and other control surfaces of the empennage. A few make parts and do minor jobs on electrical assemblies, or wrap and identify gas lines. They are riveting and welding. But this is only a beginning. We estimate that at least one-third of all jobs in aircraft plants could be filled satisfactorily by women.

Women have special value in the manufacture of small arms ammunition. "Small arms" include hand and shoulder weapons, machine guns, and automatic weapons of all sizes up to .50 caliber. Ammunition for all of these is of major importance in the air. In firing action, an airplane equipped with eight machine guns pours out 1200 rounds of bullets a minute. Tens of thousands of planes carrying machine guns call for millions, not thousands, of bullets. Small arms ammunition plants are already employing large numbers of women, and have found that women are particularly well fitted to give this work the careful attention it must have.

The same story could be repeated for almost every major war industry, in terms of the different operations that go into the making of a tank or an anti-aircraft gun. The story must be repeated in every major war industry -- must be repeated on a large scale -- in order to achieve the production goals we have undertaken to reach.

The use of the local labor supply wherever possible is a policy which has been stressed consistently by the Labor Division throughout the war effort. Employers frequently go outside their own communities to recruit semi-skilled and skilled workers who can produce immediately without training. Today, when all our industries are in desperate need of skilled workers, we must not waste the energies of our working men and women in needless moving around, with its accompanying problems in housing and transportation in industrial centers. Rather, we must set about in an orderly fashion to develop and use to its fullest capacity every ounce of manpower in every working community.

We will get more production in the long run by using the local labor supply and solving the problems as we come to them, than by trying to achieve shortcuts through securing workers from outside areas. Management and labor should start now to think of the difficulties that will have to be met in the process of drawing women into war industry. For example, there will be women with small children who could take war jobs if some provision were made for the care of their children. Women's organizations, churches, settlement houses and the schools should combine their efforts to establish the necessary day-nursery facilities that will enable these women to work. To stimulate planning and preparation of this kind is a positive contribution to the war effort.

It is not only women who are discriminated against when employers fail to utilize the local labor supply. Both management and labor have been guilty of discriminating against Negro workers or against national groups who are nevertheless loyal American citizens. Such discrimination is short-sighted and undemocratic at any time. We certainly cannot afford it at a time when we need all the energies of all our people for the protection of our way of life. We must fight the Axis with the courage of our democratic convictions.

The Labor Division has a special section devoted to the problem of integrating Negroes and other minority groups into war industry. We have made considerable progress in breaking down these artificial barriers, but not nearly enough. Aside from democratic considerations, we must do away with these prejudices for the practical reason that we need every worker we can enlist in war production. This war cannot be won by using only white male labor.

We must do more than merely recruit and train women workers. As we move hundreds of thousands into war jobs, we must give special consideration to maintaining proper labor standards. Some employers have felt that women should receive lower wages than men, on general principles. There is no justification for such a policy. When a woman does the same work as a man, she should receive the same pay for her services.

Last summer, Mr. Sidney Hillman, Director of the Labor Division, in a letter to war contractors in congested industrial areas, said, "I urge you as a holder of a defense contract to examine the possibilities of employing women in your plant. It is necessary that the hours of work, rates of pay, and conditions of work conform with the established standards for the industry.'

Many states have protective legislation which sets standard working conditions for women, limits their hours -- both the number of hours a day, and the time of the day -- and restricts the occupations they may undertake. Most of the states have already made provision for modifying these standards where necessary for war production needs. The State Departments of Labor are prepared to consider the needs of war plants in relation to the materiel produced and the labor requirements to meet or speed up production schedules.

Some employers have objected to hiring women on the ground that it means time and money and space taken up in providing extra restroom and sanitation facilities, or that women, being less experienced and not "mechanically inclined," might be a safety hazard.

It is of course necessary to have proper restrooms and medical facilities in the interest both of production and of the worker's welfare, but the expense is far from excessive.

As for the second objection, just reading a list of the jobs that women have done or are doing in industry should be enough to disprove the notion that women are not mechanically inclined.

Women in industry have a better safety record than men, on a percentage basis. At the same time, we must recognize that a drastic extension of the scope of women's work in factories calls for the provision of proper safeguards and protective devices to minimize the possibility of accident. There must be adequate safety instruction. This is equally true when men undertake new processes or handle new tools. From the first moment of instruction, safety should be built into the job -- whether you are working with men or with women.

One of the most serious of all industrial hazards is industrial fatigue. It is impossible to measure the toll of fatigue in lives, in dollars and cents, in time lost to production, but scientific studies have proved that the cost is great. The tired worker is more likely to drop a tool or get caug in a running machine. Even if he is lucky enough not to have an accident, he certainly is not as productive as the worker who is fresh and alert. If safet practices have been thoroughly taught, so that they are automatic with every worker, the hazards of fatigue are considerable reduced.

Fatigue may come from too long hours, with not enough rest, or it may come from poor eating habits and insufficient nourishing food. The most desirable length of the work week varies in different occupations, but in general ten and twelve-hour shifts should be avoided unless there is not enoug qualified labor to operate the machines. In the long run, shorter shifts and more workers will cost less and produce more.

Nutrition is of the utmost importance to productivity. Nor is nutrition something that should be left entirely to the worker to figure out for himself. Every plant large enough to warrant it should include -- as part of its production engineering -- a pleasant cafeteria or lunch room where employe may purchase inexpensive, nourishing hot lunches.

Most of these considerations -- of nutrition, of safety programs, of fatigue, of labor standards, of training -- apply equally to men and women. There are very few employee problems which concern women exclusively. Women make loyal and energetic workers; they are unquestionably capable of turning out war weapons; and they are eager to do their share in winning this war. Th opportunity to work is coming to them because we are faced with a long, hard war. As a nation, we cannot delay in using the productive energies of all our people -- men and women alike.

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~~Pidgeon~~

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WAR PRODUCTION BOARD

For Immediate Release
Friday, March 27, 1942

Labor Division

WPB - 692

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WAR PRODUCTION BOARD
Labor Division

For Immediate Release
Friday, March 27, 1942

WPB 693

STATEMENT OF EDWARD F. PRICHARD JR., LEGAL ADVISER, WPB LABOR DIVISION, BEFORE SUB-COMMITTEE OF HOUSE MILITARY AFFAIRS COMMITTEE ON MARCH 27, 1942 AT 10:30 AM, EWT

Mr. Hillman has asked me to present a very brief statement in reply to Mr. Fulton Lewis' baseless and untruthful slanders.

The issue presented by Mr. Lewis' charges is a simple one. It is an issue of fact and truth. If what Mr. Lewis says is true, it is a serious matter. If what he says is untrue, then he can only be characterized as a purveyor of irresponsible falsehoods.

Mr. Lewis' charges can be answered quickly and easily. The record refutes them in every particular.

1. The only procurement policy now in effect with respect to clothing contracts is the policy laid down by Mr. MacKeachie on February 13, 1942. No other policy is in effect today or has been in effect. The Labor Division does not control procurement policies. The Labor Division has never put in effect, nor has it been empowered to put into effect, any secret or supplemental policy in addition to that laid down in Mr. MacKeachie's letter.

2. No concern has ever been denied clothing contracts because its employees did or did not belong to a particular labor organization. Non-union firms in the men's clothing industry have consistently received contracts. Firms employing members of the International Ladies' Garment Workers Union have consistently received contracts for men's coats and overcoats, sometimes amounting to as much as 15 or 20% of the total award. This has been true upon every occasion when the Army has asked for bids.

3. No firm formerly received contracts for Army coats and overcoats has ever been cut off the list of eligible bidders on account of the union affiliations of its employees, or on account of the fact that it was a so-called "ladies'" house. The two cases cited by Mr. Lewis demonstrate the falsehood of his charges. The Benjamin Clothing Company has received substantial awards upon every occasion upon which it had bid, including an award of 30,000 coats in March 1942. The Prince Biederman Company to which Mr. Lewis referred has never put in a bid for Army coats or overcoats. It has bid upon nurses' uniforms and nurses' coats; and whenever it bid, received awards without any objection upon the part of the Labor Division.

The record, then, completely refutes every charge which Mr. Lewis has made.

Irresponsible attacks upon honorable and conscientious government officials do not aid the nation; they can only aid its enemies. When public officials are falsely and unjustifiably attacked, they are entitled to be vindicated, and those who recklessly attack them are entitled to be branded as falsifiers.

FILING CABINETS NEEDED FOR WAR, TOO

It takes a lot of cards and filing cabinets to win a war. The Adjutant General's office kept records of 24,000,000 men during and after the first World War. Thousands of packing cases were required to bring back records of the A.E.F. in France. This time, the Adjutant General's job will be even bigger.

ARMORED DIVISION CAN FIRE 600 TONS OF AMMUNITION A DAY

Some idea of the greatly-increased supply needs of an army in the field is given by a comparison between an American armored division today and its predecessors. An armored division in action shoots 600 tons of ammunition a day, an old-fashioned square division 39 tons, a triangular or motorized division, 55 tons. An armored division has nearly 400 light and medium tanks, nearly 3000 vehicles.

SIGNAL CORPS SCHOOLS TRAIN CIVILIAN WORKERS

Three equipment maintenance schools and courses for the training of civilian maintenance personnel have been opened by the Army Signal Corps, and another will be opened shortly. Opened are the Aircraft Warning equipment maintenance school at Ft. Monmouth, N. J.; the photographic equipment maintenance school at the Bell and Howell company plant, Chicago; and the teletype maintenance courses at Teletype Corporation, Chicago. A maintenance school will open soon at the Lexington, Ky., Signal Depot.

March 24, 1942

AVAILABILITY OF WOMEN FOR WAR INDUSTRIES

NOTE. Women ordinarily cannot go into war industries under age 18 as many of them are hazardous industries under the Fair Labor Standards Act. Neither 18-year nor 16-year breakdowns are available for data on married women.

1. Number of Women in the United States (1940) - (Preliminary figures)

Aged 16-44 - 30,788,000
Aged 18-44 - 28,348,000
Aged 20-44 - 25,831,000

2. Number of Married Women (Estimate for 1940) -

Aged 15-44 - 19,514,000
Aged 20-44 - 18,831,000

(1940 figures are not yet available. Figure obtained by applying 1930 proportions to 1940 data; youngest age group 15-19 for married; hence ages 16-44 and 18-44 not obtainable.)

3. With Children Under 10 (a rough estimate) -

(Age of women not reported) - 14,363,000

(1940 figures not yet available. 1930 reports, families having small children; applying 1930 proportion of families with small children to 1940 gives a rough estimate, assuming one woman caring for each such family.)

4. Number of Women Now Employed (1940) -

	Women 18-44	Women 16-44
A - Total in Labor Force	9,720,181	10,042,386
Employed (except on public emergency work)	8,468,252	8,661,087
On public emergency work	287,150	310,356
Seeking work:		
Experienced -	732,465	771,859
New workers -	232,314	299,084

B - In Manufacturing Industries (age not reported) -

	Women
Total	2,612,376
Wage earners	2,235,586
Distribution workers	144,762
Clerical workers	232,028

5. Number of Women Affected or Likely to be Affected by Priorities and Material Shortages in Manufacturing Industries - (Estimated from available official reports and data from authentic publications - age not available.)

(This is not a complete estimate of women "available from non-essential industries," there is no complete official list of such industries. The list used for this figure includes industries restricted because plant, materials, supplies, or labor are needed for more direct war production. In the case of many of the industries included in the figure given here, though the total number of women employed is used for the purpose of this immediate report, not all these would be available for war industries since the industry is only partially cut down; the proportional effect on woman employment could be estimated only arbitrarily; some of these already have been converted to war manufacturing. Moreover, this figure applies to manufacturing only, and other occupations and categories also will furnish women, as indicated for example in No. 2, No. 4, and No. 7. Additional women are continually being affected by decisions appearing from time to time as to priorities and conservation of specific materials.)

	Women
Total	291,000
Wage earners	250,000
Distribution workers	16,000
Clerical workers	25,000

6. Number of women who could replace men who are called in war services (combat services) (Estimated) -

Women 18-44 who could be recruited this year (1942) -
About 6,000,000 (See attached A and B)

7. Number of women in domestic service (Estimate for 1940) -

Aged 16-44 -	1,516,000
Aged 18-44 -	1,410,000

Occupation data in 1940 are reported for 42 States, (age not reported; number who were 16-44 obtained by applying 1930 proportion); the remaining 6 States are major industrial States and had in 1930 practically a third of the household employees in the age groups here used; figures obtained by adding to 1940 reported data a proportion to account for the remaining 6 States.

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Women in Industry
See page [illegible]

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The Department of Commerce assumes no responsibility for the accuracy of nongovernmental sources.

INDUSTRY OFFERS INCREASING OPPORTUNITIES FOR WOMEN

By Raymond Reeves
Regional Business Consultant, San Francisco

"Four million new workers not now working will probably have to be brought into war production this year," according to Eric Nicol, Special Assistant in the Labor Division of the War Production Board. That's a big order at any time; but since it comes just at the time the armed forces are drafting more and more men, increased employment opportunities for women are inevitable.

Careful studies are already being made of the type of jobs women can best fill. The Women's Bureau of the Department of Labor has published detailed analysis of the specific jobs which women can do in small-arms ammunition plants, in aircraft assembly, in artillery ammunition plants, and in the manufacture of instruments for surgical, dental, optical, aircraft, and fire-control purposes.

Revision of Regulations Asked

The trend toward increased employment of women has already been dramatized by the strong plea which representatives of the Southern California aircraft industry made before the State Industrial Welfare Commission. The aircraft group urged abrogation of the present California ruling which prevents the employment of women between 11 p. m. and 6 a. m. except upon special permit and payment of time and one-half for all work done between those hours.

The Commission is now revising the manufacturing order and probably will eliminate the provision prohibiting women from night work. Such a change seems advisable in view of the fact that 56 major defense plants have already told the California Department of Employment that they plan to hire 264,000 new workers -- a 31-percent increase -- during the first 6 months of 1942.

Aircraft Plants Already Employing Women

Women are already working in aircraft factories, but the number so employed is relatively small. Lockheed recently offered jobs in its plants to all widows of Navy men killed at Pearl Harbor, if they needed work and were capable of handling jobs. North American Aviation Co. has long used women for sewing and covering control surfaces of airplanes at their Inglewood, Calif., plant. The Dallas plant of this company tried using women in additional work and found it so successful that it became a permanent policy there, and a decision was made to extend the policy to the Kansas City plant. Now the Inglewood plant is using women in the electrical subassembly department on all phases of subassembly electrical work, including electrical switch boxes and instrument panels.

Marshall E. Beaman, Director of Industrial Relations, has announced: "We plan to use women on any job possible. Applicants need not have any industrial background to qualify for positions. However, we are giving preference to women whose husbands have been called into military service."

Workers Praised for Skill and Dexterity

How are women working out in these new jobs? Several months ago the president of Fairchild, J. Carlton Ward, Jr., said, "We are beginning to find that there seems to be no work dependent upon skill and dexterity that women cannot be taught to do very well. In fact, women have superior tactile sense and much greater patience at repetitive tasks than men. They also have unusual ability to follow instructions literally and skillfully."

Today, after several months' experience, the company summarizes its views this way:

"They have proved, on the whole, good workmen; though the same differences in skills and temperaments may be observed among them as may be observed among men. We use them both in groups of women and on the benches and lines with men. We have had equal success with one man and one woman on a riveting team and with two women. They do all kinds of light sheet-metal work except the handling of heavy machine tools. They are particularly skillful as welders, both acetylene and arc. They are excellent at woodworking and finishing; though, for health reasons, we have kept them out of the paint shops. They show fine adherence to prescribed routines in sub and major assembly."

As if to back up this opinion, Fairchild employs women at tasks formerly regarded as men's jobs. These tasks include riveting, sheet-metal work, woodworking, and setting-up work on jigs.

Women were leaders in the movement to work complete shifts on Sunday, January 4, and donate the value of their wages to the Government. This, together with the company's contribution in materials and overhead, resulted in a free gift of five Fairchild PT-19 Primary Trainers to the U. S. Air Corps. The women were likewise leaders in the Defense Savings Stamp drive that week, in which the company's employees purchased $27,000 in stamps alone, or $6 per capita. The entire community bought $460,000 in stamps and bonds, or a little over $6 per capita for both stamps and bonds.

Our Hagerstown Aircraft Division plant now employs about 400 women there, and the number will be increased to 1,500 by summer. -- John Stuart, Assistant to the President of Fairchild Engine and Airplane Corporation.

Many Seek Further Training

Officials of Vultee answer the question of how well women work in their plant by reporting that women have less tendency to move from plant to plant than men, and a larger proportion of women workers in this plant have taken advantage of free training classes. Basic to Vultee's successful use of women, right up into the final assembly line, was careful preparation for the introduction of women into some of these departments.

Another important item of Vultee policy is that all the supplementary training courses given by the plant are open to women. This assures the most effective use of women all along the production line and provides them with opportunity equal to that of men in any promotion or up-grading.

Percentage of Women in Industry Increasing

How far can the current trend toward increased use of women in industry go? That will be hard to predict; but at the close of the first World War women comprised 20 percent of the employees in United States aircraft factories. Current reports indicate that in Germany and Great Britain 40 to 50 percent of aircraft workers are women, and one leading authority predicts this figure will rise to 80 percent in Great Britain. Lt. Col. Joseph F. Battley, Chief of the Labor Division of the Office of the Under Secretary of War, reports that 30 percent of the total employment in heavy manufacturing in Great Britain is now filled by women.

A study issued by the California Department of Employment in November 1941 succinctly states the problem in these words: "In some areas, experienced and capable male workers are not available, and the reservoir of trainable men is almost exhausted. Yet, thousands of additional workers will be required before the peak of defense employment is reached."

Certain Limitations Still Exist

There are, of course, limitations to the class of work which women can do. Jobs requiring great physical strength or years of apprenticeship unquestionably cannot, in general, be filled by women. There will be, however, a large number of men who are too old or too young for military service, as well as a great army of men of military age who will still be available for necessary jobs at home.

There has already been fundamental progress in the employment opportunities open to women. Formerly custom, habit, the attitude of other employees, and the attitude of unions all served to curtail the number and kind of openings available to women. Often the management of a company based its decision on hiring women in industrial jobs primarily on whether women could fill given jobs with greater efficiency and at lower cost than men. That is all changing. Today we have only one problem — to win this war. We are now striving for increased total production, even if the cost per unit may be higher.

Relative Employment Since 1914

The drive for increased production is much greater in this war than in the last one because of the increased mechanization of our armed forces. Nevertheless, a glance at the increase in number of women employed by war industries in the first World War will be helpful.

The following table, prepared by the Women's Bureau, United States Department of Labor, shows the increase which occurred from 1914 to 1918. The table also shows that although the number of women workers dropped after the war, it remained at a higher level in most industries than it had been in 1914.

WOMEN WORKERS PER THOUSAND EMPLOYEES

Industry	1914	1918	1929
Iron and steel and their products	29	95	55
Lumber and its manufactures	21	94	38
Cars, steam and electric railroad, and railroad-repair shops	2	55	3
Stone, clay, and glass products	39	155	74
Leather and its finished products	277	330	337
Chemicals and allied products	85	142	181
Metal and metal products (other than iron and steel)	150	178	158
Automobiles, including bodies and parts	18	114	50
Electrical machinery, apparatus, and supplies	202	270	285
Rubber goods	205	354	237
Carriages, wagons, and materials	15	45	4
Agricultural implements	10	43	16
Musical instruments	77	260	185
Shipbuilding, including boatbuilding	2	7	1
Optical goods	265	371	315
Motion picture and photographic apparatus and supplies	278	351	232
Instruments, scientific and professional	156	171	245
Motorcycles, bicycles, and parts	20	98	96
Airplanes, seaplanes, and parts	5	186	25

1939

Present Offers Increased Opportunities

Let us be specific about the greater opportunities for women in this war than in the last one. First, there is the increased specialization of labor which accompanies mass-production techniques. Training periods for many jobs (machine operators, assemblers, and subinspectors) are short — usually not more than a month. We now have a well-organized training-within-industry program and a well-developed series of vocational courses in which women, if admitted, can develop their skill. In San Diego, Calif., for example, at 1 p. m. on the Monday following the bombing of Pearl Harbor, the first class of women welders ever permitted in the department at the San Diego Vocational School donned mechanic's smocks, put on eye protectors, and went to work.

Not only are we better equipped to train women now than during the previous war, but it is easier to break jobs down into tasks which women can perform. Take, for example, the matter of ammunition for small arms on an airplane. A single airplane in firing action is reported as pouring out a stream of 1,200 rounds of ammunition a minute from each gun, and it is not uncommon for a ship to have eight machine guns going at once. With many thousands of planes carrying machine guns, the demand for small-arms ammunition in this war will be much greater than in the last. This means increased opportunities for women workers.

Many Employed in Small-Arms Plants

The Women's Bureau of the United States Department of Labor is authority for the statement that as early as June 1941 approximately 40 percent of the productive workers in the Government small-arms arsenal at Frankford were women, and the Bureau adds significantly, "If the dilution of labor should increase, women will undoubtedly constitute a considerably larger proportion."

If the prediction of the Labor Department looks high, consider this: The London Times for May 11, 1941, says that 80 percent of the workers in the new Royal Ordnance plant in Wales then were women, none of them with more than 7 months of experience, while the majority had less. The London Times further reports that a supervisor expressed the opinion that a typically intelligent girl trained in the factory was as efficient at her work after 6 months as the average boy who had worked longer.

Problems in Employing Women

What are some of the problems in employing women? First, there is the selection problem, which is always difficult when no adequate record of previous experience is available. However, in our present shortage of experienced labor for many jobs, this applies to men as well as women. Sometimes dexterity tests administered at the plants by the State Employment Service help solve this difficulty. Employer reports indicate that a high correlation exists between the results of the tests and the performance of the workers on the job.

After the woman has been hired, there are problems of rest rooms, supervision, and segregation or mixing of men and women employees of the same type of work. However, as a whole, these problems tend rapidly to adjust themselves. In some plants men at first resented the employment of women, ridiculing the idea and working with women only in a condescending manner. Foremen who had not previously supervised women were often self-conscious or uncooperative. Surveys show that in most plants little change in supervision was found necessary; and, in general, men and women employees worked satisfactorily together. One employer states that he prefers to have men and women work together, and believes that the women's high rate of production results in an increase in the men's rate of production. These minor adjustment problems will undoubtedly become less and less important as our war production tempo increases and the need for women employees becomes more evident.

Already the California Department of Employment has said in an official publication: "The probable need for women workers cannot be overemphasized." Sidney Hillman has publicly stated that he believes more than a million American women will be needed to work on the production of war materials. Even civilian employers are increasingly turning to women. A Portland filling station, the telegraph companies, a Binghamton, N. Y., bakery that delivers to the home, and even taxicab companies have been in the news for using women to fill jobs formerly held by men, although the number of women absorbed in such occupations is not yet large. Canneries, textile mills, and traditional women's occupations still employ most of the women workers; but this situation is rapidly changing.

28701

WAR PRODUCTION BOARD

LABOR DIVISION

Release: For Labor Papers Week of
March 15, 1942

L-48

Donald M. Nelson, Chairman of the War Production Board, and Sidney Hillman, Labor Director, WPB, announced early this week that 31 regional conferences of labor and management representatives from prime contracting plants engaged in making guns, ships, planes, tanks and machine tools will be held during the next two weeks.

In carrying out the plans for the Production Drive outlines in his two recent radio addresses, Nelson, in conjunction with Hillman, directed the WPB to send representatives to each of the 31 meetings to explain how the objectives of the Production Drive may be achieved. The objectives were set by President Roosevelt on February 27 when he wrote Nelson:

"I therefore direct you to take every possible step to raise production and to bring home to labor and management alike the supreme importance of war production this crucial Spring."

Nelson wrote Production Drive Committees that the President's quotas must be topped. In furtherance of this goal, he, along with Hillman, invited labor and management representatives to these regional conferences to insure speedy establishment and successful operation of the drive in plants of 2000 prime contractors. The drive will be extended later to subcontracting plants and will include every war factory and every war worker in the country.

Hillman, in a message to labor, said: "American labor knows what is at stake for this nation, for all free men, and for all mankind. Labor has pledged itself to see the job through...on time and in quantity enough to guarantee victory for our armed forces."

"We consider this Production Drive the most important civilian project in America today," said Secretary of War Stimson. Secretary of the Navy Knox said "the importance and imperativeness of the Production Drive cannot be overemphasized." And Administrator Emory H. Land of the War Shipping Administration emphasized that "Our fighting men must have more things to fight with, fast...All this places a tremendous responsibility upon the men and women in America's factories and shipyards."

The schedule of the 31 regional conferences follows: Atlanta, Ga. --March 23; Baltimore, Md.--March 20; Burmingham, Ala.--March 24; Boston, Mass.--March 17; Buffalo, N.Y.--March 19; Chicago, Ill.--March 19; Cincinnati, O.--March 26; Cleveland, O.--March 23; Dallas, Tex.--March 26; Denver, Colo.--March 27; Detroit, Mich.--March 24; Hartford, Conn.--March 19; Houston, Tex.--March 25; Indianapolis, Ind.--March 20; Kansas City, Mo.--March 23; Los Angeles, Cal.--March 23; Milwaukee, Wis.--March 18; Minneapolis, Minn.--March 27; Newark, N.J.--March 18; New York, N.Y.--March 17 and 24; Philadelphia, Pa.--March 19 and 26; Pittsburgh, Pa.--March 18; Portland, Ore.--March 26; Providence, R.I.--March 20; San Francisco, Cal.--March 24; Seattle, Wash.--March 27; Springfield, Mass.--March 18; St. Louis, Mo.--March 20; Toledo, O.--March 25.

Two meetings are scheduled for New York and Philadelphia because of the large attendance expected.

As soon as the committees have been set up and have become acquainted with their responsibilities, they will undertake the following duties:

1. Appoint necessary sub-committees.
2. Arrange for the erection of a production scoreboard.
3. Arrange for a study of plant efficiency.
4. Put up suggestion boxes and arrange for handling suggestions.
5. Set up bulletin boards and arrange for posting special communiques and other material.
6. Establish a method of production news distribution.
7. Establish a subcommittee on posters which will survey the plant for suitable locations.
8. Start a slogan contest.
9. Devise a method of informing all subcontractors and suppliers about the War Production Drive.
10. Prepare and submit, not later than April 1, a report of progress addressed to the Production Drive Headquarters, Washington, D. C.

WPB representatives, in advising the conferences, will draw upon experience gained in the past week when they helped set up 25 joint management and labor committees in plants scattered through the country.

These representatives reported they had encountered no lack of cooperation on the part of either labor or management and, in two instances labor and management men expressly stated that it was "about time that such a drive was introduced."

In almost every case there was considerable discussion of the relation between the Joint Production Committee set up under the Production Drive plan and the collective bargaining machinery. Both sides agreed, the representatives reported, that questions which impinged on contractual relations should be properly referred to negotiating or grievance committees already in existence.

The representatives reported that they had found frankness on both sides. At two plants, company representatives said they were faced with a shortage of materials and they welcomed an opportunity to take labor representatives into their confidence and explain why machinery was idle. At one plant the management said it was unable to maintain a continuous operation because of a shortage of skilled labor.

For release morning papers
March 5, 1942

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

WOMAN LABOR SUPPLY

Nearly 6,000,000 women can be recruited this year for work in war industries and other essential services Miss Mary Anderson, Director of the Women's Bureau, U. S. Department of Labor, announced yesterday.

"One-third of this number can be drawn from the 16,500,000 women in the 18-44 age group, who are now engaged in own home housework, without drawing into the labor market mothers from families with children under ten," she said.

Before this group is considered she said factory women from converted or curtailed consumer goods industries and approximately 1,000,000 women unemployed and registered with public employment agencies in December 1941 should be absorbed in the war program.

"In addition," Miss Anderson continued, "seven hundred thousand women up to 24 years of age now attending school will be available for entrance into the labor market this year."

It was pointed out that 500,000 women were already in the total war labor force in January 1942, and that such total is expected to increase from 5,000,000 to 15,000,000 by 1943.

Miss Anderson said that Women's Bureau estimates of the woman war labor supply took into account Federal legislation whose provisions widely affect employment in war industries.

The Public Contracts Act prohibits employment of girls under 18 in manufacture of goods for the Government when the contract is in excess of $10,000. The Fair Labor Standards Act prohibits the employment of children under 16 in manufacturing for interstate commerce, and restricts the employment of children 16 to 18 years in occupations determined to be hazardous.

The importance to home and community of hiring women whose homes would not be upset, or additional responsibilities placed on the community by their employment was stressed.

"It should be borne in mind, however," Miss Anderson concluded, "that many women now in the labor force or seeking work have dependents, and they should be given priority employment."

(WO 42-28)

[Revised estimate of persons with children for April 1942
(Based on record of [illegible] July 1942 [illegible] Census [illegible] (Ref [illegible]))

Marital status and number of children of women 14-64 and 14-44 years old
(Source: Social Security Bulletin, July 1942)

Marital status and number of children	Total	In labor force	Not in labor force 1/	Percent distribution Total
A.				
Total 14-64 years	41 345	14 4[illegible]	26 866	100.0
Without children under 5	34 608	13 948	20 660	
With children under 5	6 737	532	6 205	
Single	9 [illegible]	7 251	1 949	
Married	[illegible]	3 044	22 404	100.0
Without children under 5	19 [illegible]	2 738	16 [illegible]	
With children under 5	6 [illegible]	307	6 [illegible]	
Widowed, div., sep.	6 [illegible]	3 [illegible]	2 713	
Without children under 5	2 5 [illegible]	3 [illegible]	3 2 522	
With children under 5	[illegible]	[illegible]	190	
B.				
Total 14-44 years	[illegible]	[illegible] 601	17 353	
Without children under 5	[illegible]	4 11 082	0 11 [illegible]	
With children under 5	6 610	525	6 0[illegible]5	
Single	[illegible]	7 [illegible]	1 432	
Married	[illegible]	2 430	15 055	
Without children under 5	3 [illegible]	2 127	6 9 157	
With children under 5	6 202	303	5 [illegible]	
Widowed, div., sep.	[illegible]	2 [illegible]	[illegible]	
Without children under 5	2 [illegible]	70 1 [illegible]	2 [illegible]3	
With children under 5	400	222		

1/ Engaged in home housework and others.

		Total 14 and over		14 - 64		14 - 44 [1]	
		Number	Per cent	Number	Per cent	Number	Per cent
	Total	42,034 779 ×	100.0	39348 679 [2] (~~26,503,420~~) [2]	100.0	27,309 729 ×	100.0
P.16 No4	Labor force	12,845 259		(12,845 259) [2]		10,063,109	
P.14 no4.	home makers	28,411 540		25,951 640		16,874,140	
	other	777 980		551 780		372 480	
	Single	8,458 794	20.1	8,269 014 [2] (~~1919 540~~)	21.0 ~~7.2~~	7,227 411	26.5
	Labor force	6,349 474		(6,349 474)		5,644,071	
	home makers	1,770 200		1,624 100		1,332 360	
	other	339 120		295 440		250 980	
	Married	27,354 606	65.1	26132 966 [2] (~~22 325 900~~)	66.4 ~~84.2~~	17,925 634	65.6
	L. F.	3,807,066		(3,807,066)		2,985,474	
	home	23,444 000		22,243,200		14,884 960	
	other	103 540		82 700		55 200	
	Wid. div. sep	6,221 379	14.8	4,946 699 (2,257,980)	12.6 ~~8.5~~	2,156 684	7.9
	Labor force	2,688 719		(2,688 719)		1,433,564	
	home makers	3,197 340		2084 340		656 820	
	other	335 320		173 640		66 300	

[1] Data for marital status of women in the labor force not available for age group 65 and over.

[2] Includes entire labor force

Parental status for married & for widowed, divorced & sep., by age group.
(Source: Social Security Bulletin, July 1942)

	Total		14 - 64		14 - 47	
	Number	Percent	Number	Percent	Number	Percent
Married		100.0	25 446	100.0	17 485	100.0
Without children under 5			19 127	75.2	11 283	64.5
With children under 5			6 322	24.8	6 202	35.5
Without children under 10						
With children under 10						
Without children under 16			11 779	46.3	5 874	33.6
With children under 16			13 670	53.7	11 613	66.4
Widowed or divorced		100.0	6 297	100.0	2 860	100.0
Without children under 5			5 882	93.4	2 452 ~~2 442~~	85.7
With children under 5			415	6.6	408	14.3
Without children under 10						
With children under 10						
			1			
Without children under 16			4 516 ~~1 780~~	71.7 ~~28.3~~	1 504	52.6
With children under 16			1 780 ~~4 516~~	28.3 ~~71.7~~	1 354	47.3

MOBILIZATION POLICIES - APRIL, 1942

Manpower Commission Order

Text of President's Statement Setting Up Agency Under McNutt

The text of the executive order establishing a War Man Power Commission headed by Federal Security Administrator Paul V. McNutt and transferring and coordinating certain functions to facilitate the mobilization and utilization of man power follows:

By virtue of the authority vested in me by the Constitution and the statutes, including the First War Powers Act, 1941, as President of the United States and commander in chief of the Army and Navy, and for the purpose of assuring the most effective mobilization and utilization of the national manpower, it is hereby ordered:

1. There is established within the Office for Emergency Management of the Executive Office of the President a War Manpower Commission, hereinafter referred to as the commission. The commission shall consist of the Federal Security Administrator as chairman, and a representative of each of the following departments and agencies: the Department of War, the Department of the Navy, the Department of Agriculture, the Department of Labor, the War Production Board, the Labor Production Division of the War Production Board, the Selective Service System, and the United States Civil Service Commission.

2. The chairman, after consultation with the members of the commission, shall:

a. Formulate plans and programs and establish basic national policies to assure the most effective mobilization and maximum utilization of the Nation's man power in the prosecution of the war; and issue such policy and operating directives as may be necessary thereto.

b. Estimate the requirements of manpower for industry; review all other estimates of needs for military, agricultural and civilian manpower; and direct the several departments and agencies of the Government as to the proper allocation of available manpower.

c. Determine basic policies for, and take such other steps as are necessary to co-ordinate, the collection and compilation of labor market data by Federal departments and agencies.

d. Establish policies and prescribe regulations governing all Federal programs relating to the recruitment, vocational training and placement of workers to meet the needs of industry and agriculture.

e. Prescribe basic policies governing the filling of the Federal Government's requirements for man power, excluding those of the military and naval forces, and issue such operating directions as may be necessary thereto.

f. Formulate legislative programs designed to facilitate the most effective mobilization and utilization of the man power of the country; and, with the approval of the President, recommend such legislation as may be necessary for this purpose.

Agencies Which Must Conform.

3. The following agencies shall conform to such policies, directives, regulations and standards as the chairman may prescribe in the execution of the powers vested in him by this order and shall be subject to such other co-ordination by the chairman as may be necessary to enable the chairman to discharge the responsibilities placed upon him:

a. The selective service system with respect to the use and classification of man power needed for critical industrial, agricultural and governmental employment.

b. The Federal Security Agency with respect to employment service and defense training functions.

c. The Work Projects Administration with respect to placement and training functions.

d. The United States Civil Service Commission with respect to functions relating to the filling of positions in the Government service.

e. The Railroad Retirement Board with respect to employment service activities.

f. The Bureau of Labor Statistics of the Department of Labor.

g. The Labor Production Division of the War Production Board.

h. The Civilian Conservation Corps.

i. The Department of Agriculture with respect to farm labor statistics, farm labor camp programs, and other labor market activities.

j. The Office of Defense Transportation with respect to labor supply and requirement activities.

Transfer of Functions.

Similarly, all other Federal Departments and agencies which perform functions relating to the recruitment or utilization of man power shall, in discharging such functions, conform to such policies, directives, regulations and standards as the chairman may prescribe in the execution of the powers vested in him by this order, and shall be subject to such other coordination by the chairman as may be necessary to enable the chairman to discharge the responsibilities placed upon him.

4. The following agencies and functions are transferred to the War Man Power Commission:

a. The labor supply functions of the labor division of the War Production Board.

b. The National Roster of Scientific and Specialized Personnel of the United States Civil Service Commission and its functions.

c. The Office of Procurement and Assignment in the Office of Defense Health and Welfare Services in the Office for Emergency Management and its functions.

5. The following agencies and functions are transferred to the office of the administrator of the Federal Security Agency, and shall be administered under the direction and supervision of such officer or employe as the Federal Security administrator shall designate:

a. The Apprentice Section of the Division of Labor Standards of the Department of Labor and its functions.

b. The training functions of the Labor Division of the War Production Board.

6. The National Roster of Scientific and Specialized Personnel transferred to the War Man Power Commission and the Apprenticeship Section transferred to the Federal Security Agency shall be preserved as organized entities within the War Man Power Commission and the Federal Security Agency respectively.

Transfer of Equipment.

7. The functions of the head of any department or agency relating to the administration of any agency or function transferred from his department or agency by this order are transferred to, and shall be exercised by, the head of the department or agency to which such transferred agency or function is transferred by this order.

8. All records and property (including office equipment) of the several agencies and all records and property used primarily in the administration of any functions transferred or consolidated by this order, and all personnel used in the administration of such agencies and functions (including officers whose chief duties relate to such administration) are transferred to the respective agencies concerned, for use in the administration of the agencies and functions transferred or consolidated by this order; provided, that any personnel transferred to any agency by this order, found by the head of such agency to be in excess of the personnel necessary for the administration of the functions transferred to his agency, shall be retransferred under existing procedure to other positions in the Government service or separated from the service. So much of the unexpended balances of appropriations, allocations or other funds available for the use of any agency in the exercise of any function transferred or consolidated by this order or for the use of the head of any agency in the exercise of any function so transferred or consolidated, as the Director of the Bureau of the Budget with the approval of the President shall determine, shall be transferred to the agency concerned, for use in connection with the exercise of functions so transferred or consolidated. In determining the amount to be transferred, the Director of the Bureau of the Budget may include any amount to provide for the liquidation of obligations incurred against such appropriations, allocations or other funds prior to the transfer or consolidation.

9. Within the limits of such funds as may be made available for that purpose, the chairman may appoint such personnel and make provision for such supplies, facilities and services as may be necessary to carry out the provisions of this order. The chairman may appoint an executive officer of the commisison and may exercise and perform the powers, authorities and duties set forth in this order through such officials or agencies and in such manner as he may determine.

FRANKLIN D. ROOSEVELT.

4/18/42 KM

Management Urged To Make Place for Women in Industry

The women, God bless 'em, are becoming more and more a topic for planning and discussion in far-sighted management circles where it is increasingly realized that before this war is over, they will play a major role in production. This means, in many cases, complete re-analysis of work, machinery, plant layout and timing.

Advice of those close to the problem is for management to begin immediately to plan for the employment of increasing numbers of women in almost every conceivable type of production.

Sara Southall, superintendent of employment and service for International Harvester Company, and an authority on women in industry, yesterday gave management some interesting advice based on some 20 years of practical experience and observation.

"Wherever possible," she says, "women should be put to work on the new jobs. This requires job analysis and planning with a slant different from the traditional, but it is worth the extra effort because it is infinitely more difficult to switch over later on after originally planning for male operation." She explained that sometimes it is necessary to dilute skill and to break down certain jobs into semi-skilled operations; that, where possible mechanization of a job should be increased not only for simplification, but to take out the heavy tasks. These steps and others, it was pointed out, require thorough analysis and usually retiming of jobs.

Illustrating this latter point Miss Southall related an instance concerning an inspection job in a Harvester plant. "This inspection job took nearly 30 minutes and required two men. It involved inspection of a 23-pound unit. This is too heavy for most women. The problem of using women on this job was solved by the use of a conveyor belt which handled the heavy casting."

Another instance: "In another plant," Miss Southall relates, "men performed a semi-skilled job, handling their own stock and generally following the job straight through. The stock involved was far too heavy for women, but by using female operators and retaining one man for a number of machines, we were able to lick that problem."

In both cases, there was legitimate reason for retiming the jobs. However conversation with other industrialists in this area has uncovered an erroneous opinion with respect to women in industry. There are some, and fortunately they are in the minority, who hold that a pretext of retiming is sufficient to institute a lower wage scale for women. Union rules call for identical wages for male and female where identical work is performed. But where additional mechanization is required, where additional help is needed or in other legitimate instances, the union executives have indicated a willingness to recognize those factors.

This is one of the reasons why it is so important to plan for employment of women in new manufacturing operations. But it is only one of the minor reasons. The major stimulus toward planning for employment of women is the certainty (even in the Middle West where conditions to date have not been bad) that the labor market will dry up at an accelerating tempo throughout the rest of this year and shortages become acute in 1943.

The "iron hand in the velvet glove" is needed in supervision of plants where large numbers of women are employed with men, lest that plant get a bad name. Sage advice of Miss Southall is to set down sensible rules and then see that they are followed to the minute. Another bit of advice: "Use women in supervisory positions. Breaking in and keeping working a group of unskilled or semi-skilled women would drive the average male foreman crazy in short time," she believes.

A scheme whereby the experience of the male foreman is saved for the main task in hand was cited by the Harvester personnel executive. She told how she had selected from groups of young women what appeared to be the best talent, trained them in policy and procedure and then put them in as assistants to the foreman and male supervisors. "These girls have more than paid their salaries by the savings they have effected," Miss Southall related. "They know the women, understand their problems and take such a load off the foreman that their usefulness is considerably broadened."

In the early stages, use of women on a given job may be more expensive. But as they gain the "know how" it generally is found that, within physical limitations, they can perform any job a man can do and are especially proficient in jobs requiring a high degree of manual dexterity. This experience is backed up by that gained in England where women presently are much more widely used in industry than in the United States. Because most women are unskilled, elementary training courses, either within or without industry, are in order. In safety training the job must be particularly painstaking, because most women coming into a plant are utterly uninitiated into sound safety practices.

(More on this subject at an early date.)

Source, The Round Table, by Milton Van Slyck

Journal of Commerce,

Chicago, Ill.

April 18, 1942

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

WOMEN WORKERS IN THE WAR EFFORT

By Mary Anderson
Before Group Action Council, 1819 Broadway, New York City.
April 6, 1942

I am glad to pay you a return visit after two years. When I talked to you back in February 1939 I remember I discussed the question: Is There a Rising Tide in Women's Employment? Today this is not so much a question but a fact. Bombs dropped on Pearl Harbor gave a great impetus to the tide of possible employment of women in many directions. The defense program had caused some increase in jobs for women in certain fields, but the trend in general was not spectacular. Even yet, there is no great upswing in the employment of women all along the line, only in a few fields, but it seems highly probable that an unprecedented number of women workers will eventually be needed for the all-out war effort.

The Nation's involvement in actual warfare presages over eight million men called to arms, It presages perhaps 18 to 21 million workers behind the front lines making the essential weapons and equipment and rendering the necessary services to supply and support the combat troops. The business of war is an incredibly intricate one, and we know that this war of today and tomorrow -- this long hard war that has been predicted is women's as well as men's business. Men are the first to feel the repercussions, the first to be drafted to shoulder arms, the first to be recruited to make them. As the wheels of war start revolving, women are drawn into the war labor forces in steadily increasing numbers and into amazingly diversified activities. Our experience in the last World War proves this. The British developments in this conflict serve as striking evidence.

Nevertheless we realize that women must have a big stake as workers in fighting the war and winning the victory.

In outlining women's present and future roles as related to the war effort I shall confine my discussion to paid work. Their volunteer services constitute another big and important subject that does not fall within the scope of the Women's Bureau. I shall consider chiefly those skills for which large numbers of women will be needed on three fronts: (1) With the armed forces; (2) in war industries; (3) in Government service.

POLICY FOR TRAINING WOMEN

As a prologue to the discussion of skills and jobs, a brief summary of the training situation for woma may promote a better understanding of their whole position in the war scene. When in the summer of 1940 the Federal Government initiated a defense training program, many of us hoped that women would be extensively included as part of our preparedness efforts. Certain danger signals seemed to warn that history might repeat itself. The United States might become embroiled in the European conflict, and if so the wholesale use of women, to replace men as workers would be necessary.

Officials connected with the training program were very polite in agreeing that women should be trained. Thousands of women tried to gain admittance to defense courses but with little success in most lines and in most localities. To stress the need and value of training women, the Women's Bureau held a conference in November 1940, which was attended by the representatives of various large women's organizations. But during 1941 very little happened in the way of training of women. They were welcomed into defense training for sewing machine operators and nurses. Girls were given opportunities to take NYA courses in mechanical skills. But incredibly few women were allowed to derive the benefits of the defense vocational classes. Statistics are quite revealing. On November 30, 1941, after the defense vocational training had been conducted for a year and a half, just a week before the Pearl Harbor attack, a total of 1,700,000 persons had been enrolled in these courses. But of these trainees, only 1 per cent -- a bare 17,000 -- were women.

The fact that so few had been trained was due to the policy of the Labor Division of the O.P.M. to allow such defense training to persons only where there were existing or anticipated employment opportunities for them. The program was geared to the employers' needs and for defense industries men were generally in demand. Moreover, there was a large backlog of unemployed men -- and women too, -- rolled up during the depression. But only when and where male shortages developed women were admitted to the defense courses.

And yet, I believe that the efforts of the women's organizations cooperating with the Women's Bureau in regard to the need to train a woman force were not lost. We served as a pressure group, as an educational influence, that bore fruit as soon as war was declared. Almost immediately there was a turn in the tide for training women. Men both as officials and as manufacturers acknowledged the need. In short order new policies were set up by the Labor Division of the War Production Board calling for the immediate extension to women of defense training on all levels, on a basis of equality with men -- the selection of trainees to be guided by their qualifications.

WITH THE ARMED FORCES

Nursing -- Starting with the front lines of warfare -- the combat troops, we are interested to discover in just what connections women are or may be utilized. It will not be necessary to linger on the service in which women are used most obviously and to considerable extent, namely nursing. You know that more nurses are needed for the military forces. But I would like to call your attention to the great need for more nurses for civilian purposes -- for private duty, institutional work, community activities -- the need for more nurses by the Federal Government, in the U. S. Public Health Service, the Office of Defense Health and Welfare, -- the need for more student nurses -- the need for more women to take training.

Technicians -- On a similar basis is the Red Cross enrollment and reserve force of technicians for recruitment by the Army and Navy. This register includes chemical laboratory technicians, meat and dairy inspectors, occupational therapists, statistical clerks, and X-ray technicians. Because of the high standards of the Army and Navy only a little over 3,000 candidates had been accepted for possible service at the outbreak of war. Such technicians when employed by the Army and Navy may be used whereever military operations are carried on -- in foreign service as well as in the United States.

Women clerical workers are at present attached to the Army units stationed at the Atlantic bases acquired from Great Britain.

Red Cross Social Workers -- While on the subject of the Red Cross recruitment of women for war purposes I wish to mention its medical, social, and recreational workers who serve in military hospitals in this country and with out Army units, in foreign lands. These women may be sent to Iceland, Australia, the Fiji Islands or any place where American troops are found. They receive sealed orders and do not know of their destination until reaching the port of debarkation. The Red Cross at present has great need of such workers both at home and abroad. They are selected with great care, particulary those who go overseas. These range in age from 27 to 50. Another large group of Red Cross social workers are those engaged in home service activities as connected with the many Red Cross chapters. These women are connecting links between the service men and their families, helping in the solution of various kinds of personal problems and also directing the corps of volunteer workers who assist in this field. All the Red Cross social and recreational workers are expected to have the necessary training in accredited schools and considerable experience in addition.

The women chosen for foreign service who have no experience with the Army are usually given opportunity to work for a few weeks at a military hospital in this country before embarking for overseas service.

Physicians -- As physicians women as yet have been given no opportunity to serve with the military forces, though the associations of women doctors have gone on record expressing their desire to have a share in actual war work. As the men physicians are drawn in increasing numbers into the military set-up, women will play a much more important role in meeting the medical needs of the civilian population.

Aviation -- We might pause for only a moment on the part women will have in aviation in the war effort. Though claiming so many young men for combat flying, this type of activity is definitely closed to women. No longer are women permitted to enter the Government sponsored courses for training pilots. We know of one private firm that has employed women to ferry its training planes to the Army flying fields. You have probably read too of the few American women aviators who have flown to England to offer their services there as ferry pilots.

The chief opportunities for women in aeronautics during the war period will be as instructors in flying, and in ground mechanics at Army flying schools; as mechanics to repair and service airplanes at the Army and Navy air depots; and as staff members at commercial airports.

Already they are engaging in a variety of ground duties at the airports. A woman is the manager at the municipal airport in Raleigh. With several of the commercial companies women are engaged as a reservation supervisor, a passenger service superintendent, a dispatch clerk, director of women's traffic division, as dietitians and stewardesses. Women with the necessary qualifications can work in the weather service and at making maps, etc. At the end of 1941 there were 92 women as journeymen instructors.

Women's Army Auxiliary Corps -- Women will be able to serve actually with the Army in many helpful ways, after the passage of the bill sponsored by Congressman Edith Nourse Rogers and calling for a Women's Army Auxiliary Corps. The House has already passed this bill and the Senate is expected to follow suit. The bill has the strong endorsement of the Secretary of War and the Chief of Staff of the Army, both of whom urge its immediate enactment. The bill authorizes the President to establish the corps for non-fighting service with the Army, the total number of women permitted to enlist not to exceed 150,000. All supporting the bill agree that the women must be selected very carefully, after an investigation of their character and qualifications. The age limits are 21 to 45 years. Women with dependents will not be accepted. When the bill becomes a law the Secretary of War will issue the essential information and regulations. Mrs. Rogers in her discussion of the bill has enumerated a great variety of possible duties which the women could perform and thereby release men for combat. The War Department has indicated that it wants to use about 10,000 women immediately in the aircraft-warning service of the interceptor command, to replace the volunteers at present doing this job. Other possible assignments are: Clerks, machine operators, pharmacists, dietitians, hostesees, librarians, welfare workers, post exchange employees, plotters, tellers, and supervisors in information and filter centers.

The rank and file of women will be paid the same salaries as enlisted men. On the other hand the directors and assistant directors who will be trained in established schools by the Army, will receive $3000 and $2400, respectively, with allowances. There would be one director and nine assistant directors to each Army corps area. There is no restriction as to where the corps members would be sent. Another important aim of this system is to allow men to remain in key jobs in munitions plants.

WAR INDUSTRIES

In this war, of equal importance, with the soldiers on the battle lines are the workers on the labor fronts. What skills of women are being utilized or can be used in the war industries -- in the making of planes, tanks, ships, guns, ammunition? Experience has proved that women in the present emergency can do practically anything except possibly very heavy jobs or those requiring long years of apprenticeship plus considerable experiace.

In this emergency with its great changes from a peace to a wartime economy there will naturally be considerable shifting in occupational patterns. It is quite probable that many women trained for white collar pursuits may turn to the industrial field for employment in any of the various kinds of jobs available there for which they can qualify.

Manipulative and Related Skills -- The Women's Bureau has made occupational analyses of some of the key war industries and found many thousands of women working in the plants making ammunition for small arms and artillery. Many more women will be needed in such arsenals. At first aircraft factories were employing women mainly in clerical work, but since last October there has been a definite policy to hire women for production lines, a policy given considerable impetus by the outbreak of war. Now an oacasional airplane assembly factory can point to about a thousand women or so in productive work, and we hear that each of several of the big bomber plants anticipates a force of around 15,000 women, eventually.

As to processes in war production work, women excel at those of a painstaking nature, those requiring finger dextrity or careful adjustmats at high speed with great accuracy. Women are doing highly satisfactory and extremely varied work on assembly lines, as inspectors, at painting, and on such machines as drilling and milling machine, lathes, grinders, polishers, and welders.

In addition to these hand skills women after the necessary instruction can acquire and use effectively such related skills as drafting; reading blue prints; use of gages, micrometers, calipers; a knowledge of shop mathematics, of the speeds and feeds of machines, of the qualities of metals, etc.

Engineering - Scientific - Management Jobs -- Then at least a few women with adequate qualifications can ascent to the higher rungs of the industrial ladder to laboratory, and research work, to engineering, supervisory, or even managerial positions.

The question arises: How and where can women get the training for all these different types of work? In the defense vocational pre-employment courses women can secure instruction in both the manual and related skills mentioned. These may serve as an opening wedge into factory employment. But the ideal place to get training for most operations is in the plant itself. It is said that 90 percent of the workers need to be trained right on the job. For the less skilled work a few weeks of plant training are usually sufficient.

Then there is the system known as Within-Industry-Training, that comes under the supervision of Channing Dooley of the Labor Division of the War Production Board. This type is for upgrading to higher skills or to supervisory work. It is a definite part of the defense training program started in the summer of 1940, and is now being carried on by over 2000 industrial concerns. At least a few women have derived the benefits of this system. A more recent development along in-plant instruction lines are the courses set up under the sponsorship of the Apprenticeship Training Section of the U. S. Department of Labor cooperating with Mr. Dooley, to which women are more readily admitted. ~~These courses are the beginning and the upgrading of apprenticeship. It is~~ a long-term ~~arrangement and has involved very few women.~~

Business and professional women who have aptitude for mathematics and mechanics may be more interested in aiming at the higher jobs -- the engineering, scientific, and managerial. Of course thie type of position is not easily achieved by women, but it is possible. In many of the colleges and universities defense courses along these lines are now being offered. The end og 1941 showed a total of almost 5000 women who had entered such courses in 124 higher educational institutions. To be permitted to take this training applicants need not be college students or candidates for an A.B. But only well qualified women should apply, women who have had considerable training in mathematics, chemistry, and physics. To be absolutely frank, it is a gamble for the women who do take these courses as to whether they will find jobs in war industries. This is due to management's lack of enthusiasm for hiring women for important positions. At the moment another great obstacle to women is the occupational deferment of men in such key positions as production supervisors, engineers, etc. One New York institution which accepted a fairly large number of women for this course finds placement of these trainees difficult. But another institution has indicated that employers have consulted it on the possibility of using women when they have completed the course.

Recently the dean of the Johns Hopkins School of Engineering listed occupations for which women might feasibly train, as follows: Engineering -- drafting, radio inspecting, weight computing, chemical analysis, analysis and testing of metals, aircraft engineering.

Women with ambition to train along these lines might well take a job as a productive worker in a factory as an excellent preliminary step to give them the "feel of industry".

Illustrations can be cited of women who have reached real pinnacles in the industrial field. There is Mrs. Mabel McFarron, an electrical engineer, who is now production engineer in the Lockheed aircraft factory. Elizabeth Miller, a young woman still in her twenties, who holds a degree as a chemical engineer, is now at the Glenn L. Martin plant, analyzing airplane paints to test their durability in withstanding the elements. Her first job in the plant was a secretarial one, and she came to the attention of the management as an engineering specialist when she picked up a flaw in a set of specifications. You probably know of Vivian Kellems, president of her own company manufacturing cable grips, which have been used on two of our new battleships. Then there are Catherine Ferguson who tests alloys in the General Electrical laboratories, and Dr. Hertha Freche, who is an X-ray metal specialist in a Pennsylvania aluminum company -- and Jewel Williams, who directs a ceprs corps of women helping build the instruments that guide some of Uncle Sam's airplanes and battleships. Other names of individual women could be mentioned. But to become one of these top-notchers requires a long hard grind, much ability, courage, and persistence.

In the Women's Bureau we are often asked what opportunity there is for women in personnel work in the defense plants. Of course there are some women so engaged, but as far as I can learn there is not yet any considerable demand from industry for women's services in such capacity.

GOVERNMENT SERVICE

The Federal Government does offer some opportunity for women in the personnel field as well as in scientific pursuits. Arthur Fleming, Civil Service Commissioner, addressing the Conference of the Institute of Women's Professional Relations the other week gave some interesting statistics. For example, there is need for about 65 women experts in chemistry, particularly if they have specialized in plastics, explosives, or rubber. There are openings for some women as scientific aides along a great variety of lines. The Civil Service Commission in the coming year could probably place around 650 women economists in varied fields, particularly if they have had training and experience in accounting, statistics, commodities and markets, foreign trade, price analyses, public utilities, industry studies, consumer and population problems, or crop estimates. Specialists in some of these fields who have knowledge of one or more foreign languages have a good chance at Government jobs. Women who have specialized in psychology also may be able to secure Federal positions in connection with local draft boards, for example. Or women who have specialized along housing or recreational lines may find a niche in defense housing projects, or with the USO, doing very useful war work with the service men or industrial workers and their families.

Clerical workers -- I scarcely need to mention the great demand for clerical workers, both in Government service and private industries. America's army of women office workers -- the typewriter brigades, the shorthand battalions, the girls on the filing lines, and those who operate bookkeeping machines are indispensable in our war effort. Some women are taking on combination clerical and production duties in some war plants.

Communications -- Women trained in the communications field are finding increasing opportunities in private and Government service.

During war even more than peace times our telephone, telegraph, and radio constitute the nerve system of our whole economy. Communication operates at higher efficiency and carry heavier loads, and therefore need increased personnel. More women telephone operators are needed, and in the telephone industry, at least some qualified women may hope to secure professional and technical jobs as men are drafted for combat service. The Army Signal Corps recently requested 2000 technical telephone specialists. In the radio field women are gaining ground as broadcasters and as technicians. Incidentally radio technician courses are being offered now at more than 60 colleges and universities, including Vassar.

Civil Service Commission -- Women wanting to know about Government jobs should consult the Civil Service Commission. Those with very special skills may ask to have their names placed on the Commission's Roster of Scientific and Specialized Personnel. Not only are the registrants on the Roster referred to Government positions but to employers in defense industries if they call on the Roster to supply experts in fields where shortages exist.

REGISTRATION OF WOMEN

As to the possibility of a nation-wide registration of women, there is some talk in Government circles. Congressman Baldwin of New York has introduced a bill, which is an amendment to the Selective Service Act, specifying that the President be permitted to call for a registration of women's skills, whenever such seems necessary.

As a member of the National Labor Supply Committee advising the Labor Division of the WPB, I can report that an inventory is being made of the skills of women registered at the 1500 public employment offices now controlled by the U. S. Employment Service, to ascertain women available for war production. The Committee has also discussed the question of registration. That may come eventually as a task for the employment service to handle, but it does not seem necessary in the near future to register all women before those now unemployed — many as a result of curtailment and conversion of industries, who are still seeking jobs -- are fitted into the war effort.

COOPERATION WITH THE WOMEN'S BUREAU

There are many problems pertaining to women's participation, as part of the labor force, in our all-out war effort. The Women's Bureau is concerned with the adjustment of such difficulties and with the development of a well-coordinated program for the most effective use of women. But to achieve these objectives the Bureau needs the cooperation of women's organizations such as yours.

As you doubtless know we called a conference in January attended by representatives of large women's organizations including your own, concerned with promoting the interests of women workers -- industrial, office, and professional -- in relation to the war effort. As a result of the various committee discussions a series of recommendations was drawn up. This information in mimeographed form is available to any of you.

You will find specific ways in which your organizations of business and professional women can help to open up opportunities for your own members and also advance the cause of industrial women. The chief question for all types of women workers on which we must cooperate are adequate training and satisfactory placement methods for women; and maintenance of proper working and living conditions.

For example, to further the training of professional women, organizations of women specialists such as yours can furnish valuable information relating to the various fields. You can help too, in investigations as to the effective use of women in such highly specialized fields as medicine, dentistry, and engineering. Such facts when brought together from many sources will serve as invaluable guides to many individual women in the months to come, and to colleges trying to revise their curriculums for women and to put the courses on the most practical basis so that their students may acquire useful skills, enabling them to fit into the war labor force with as little lost effort as possible.

Business and professional women's organizations can begin to accumulate data in their own fields for use in setting up job specifications with corresponding wage standards. In fact your organizations can help to decide themost desirable working conditions for all types of employed women in order to secure the maximum service and production without jeopardizing women's health and efficiency.

Then the question of living conditions of women workers of all types in areas with defense impacts is indeed a challenging one to which I strongly recommend you give your attention. Adequate housing, satisfactory transportation, wholesome recreation, proper medical care — these are essential for all workers, but they are likely in the stress and strain of war conditions to receive insufficient attention. In any one community women's organizations can render invaluable assistance in these matters.

Another important activity for women's groups in local communities is to see that the public employment service is so set up as to meet fully the needs of the women applicants, with necessary expansion of these services to include women interviewers who understand the possibilities of women as part of the labor force. Effort should be made to have the employment offices extended in such ways as to give much better service to professional women in matters of vocational guidance and placement, than in the past.

In closing I would like to recount a little story that I read recently. An American woman in India called on a native electrician to do some repairs in her home. As his work proved unsatisfactory she chided him with the statement, "What you really needed was to use just common sense". Whereupon he replied "Madame, we have to look to God to endow us with common sense. I have only technical skills". I think we must combine technical skills with common sense.

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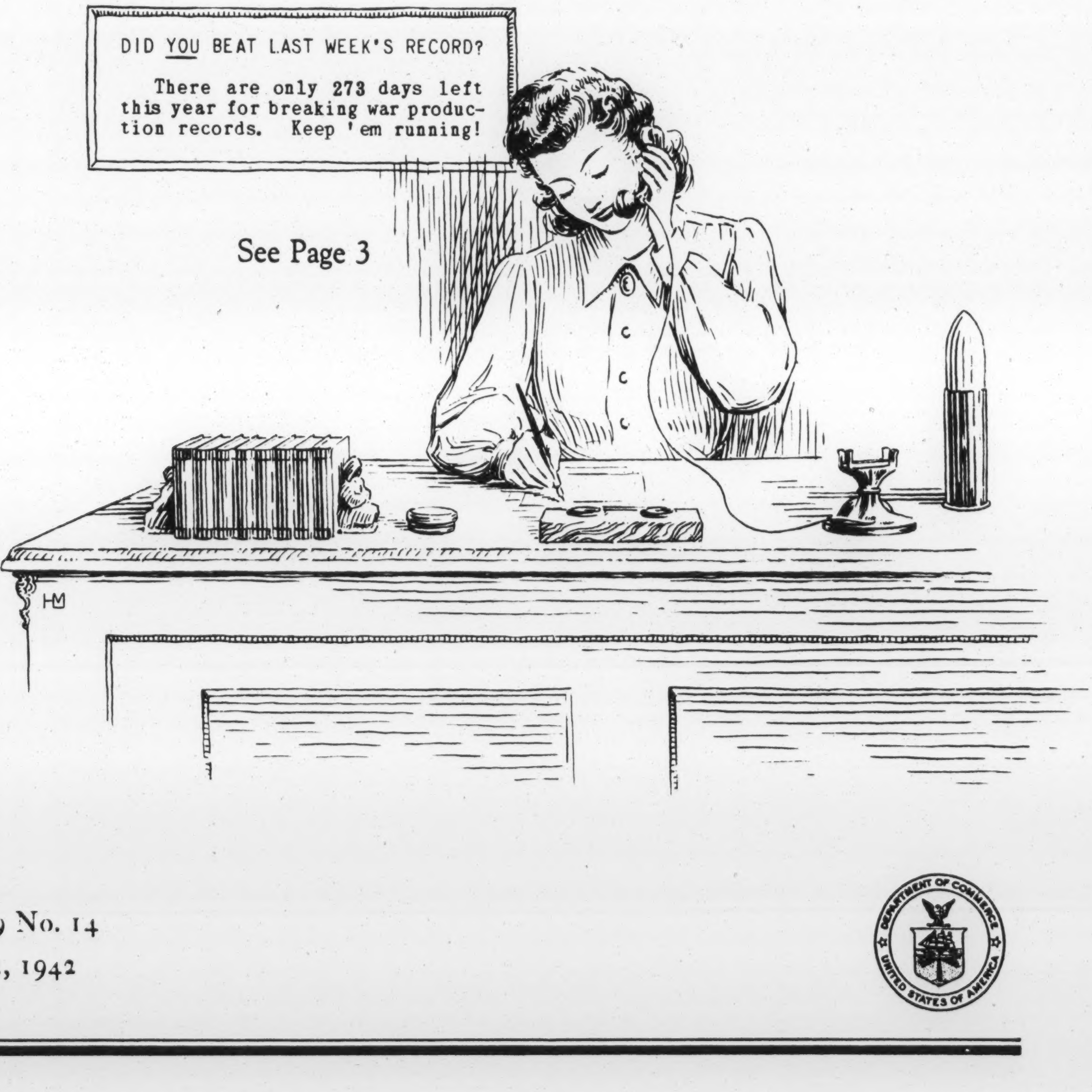
DOMESTIC COMMERCE

A Weekly Bulletin
OF THE NATIONAL ECONOMY


DID YOU BEAT LAST WEEK'S RECORD?
There are only 273 days left this year for breaking war production records. Keep 'em running!
HM

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WOMEN ARE NECESSARY TO WAR INDUSTRY

By Thelma McKelvey, Chief, Women's Labor Supply Service
Labor Division, War Production Board

Women in war industry should be looked upon not as a problem, but as a solution. The employment of women in war industries in increasing numbers is inescapable. To produce 60,000 planes, 45,000 tanks, 30,000 antiaircraft guns, and 8,000,000 tons of shipping in 1942, our present war labor force must be tripled. It will be impossible to triple the number of workers now engaged in war production without calling upon women for all the help they can give.

More Women in Industry

Already nearly 6 million men and women are directly engaged in war production. This number must be increased to 15 or 16 million by December 1942, and probably to 20 or 22 million by the end of 1943.

Twenty million people are a fairly large proportion of our whole population, and a very large proportion of our estimated labor force. But war production is not the only demand on our manpower. Men are going into the armed services in increasing numbers; millions of people are working in essential civilian services; the use of some of our manpower is denied us because of sickness and physical disabilities; and progress is steadily being made toward the vitally necessary goal of full 168-hour-a-week operation of all war plants — which means millions of additional workers.

A great many of these millions of new war workers are going to be women — in fact, must be women. More than half a million American women and girls are already lined up in the workshops of war plants, helping to carry out the greatest production program ever undertaken by this or any other nation. Many more are receiving training for jobs women have never done before, and still others are improving their skills in factory jobs that have traditionally been done by women.

Not a Substitute Procedure

The employment of women in factory work should not be looked upon as a substitute procedure. With proper analysis and job designation, women will turn out first-rate work. What is more, every time a woman worker is hired, a man may be released either for work that is not suitable for women, or for service in the armed forces.

The employer who has never hired women may need to be reminded that a new woman worker is just a new worker. Careful selection of personnel must be made, whether you are dealing with men or women. New women workers need training — but so do men. Many women who take war production jobs will be entering a new environment — but so are farm hands who take factory jobs.

Field Must Be Expanded

Actually there is nothing very new or startling about the employment of women in industry. It is simply that it must be done on a larger scale than ever before. The place of women in industry was well established during the first World War, and has become increasingly secure in the years that followed. Women constitute a fourth of the workers in manufacturing establishments. They are indispensable in the service, in clerical and teaching fields, and they have penetrated into professional and managerial work.

Many industrial centers are already experiencing shortages of labor. In general, women will not add to the supply of skilled labor immediately, but they are unquestionably a large and promising source of labor through proper training. It is not going to be a simple recruitment and placement process. There will be snags and difficulties to be met. British experience in the use of women in industry has shown that the difficulties can be overcome, and that women can make a tremendously valuable contribution to war production.

Restrictions Not Prohibitive

Many States have protective legislation which sets standard working conditions for women, limits their hours — both the number of hours a day and the time of the day — and restricts the occupations they may undertake. Most of the States have already made provision for modifying these standards, where necessary, for war production needs. If there is any question regarding the application of State laws governing the employment of women, a check should be made with the State Industrial Commission or the State Department of Labor.

In general, the only restricting factor in the employment of women is the physical requirements of certain jobs which require the worker to lift heavy objects. Aside from this, women can bring to their jobs an accuracy and a deftness that are invaluble in manufacturing operations. In many kinds of precision work, they are superior to men.

In selecting women for jobs in industry, consideration should be given not only to the qualifications of the applicant, but to the physical demands of the job. In many cases, it will be possible to readapt tools and machines so that women will not be barred from using them. For example, load lifting presents a physical barrier that may be overcome by the use of mechanical aids, such as roller conveyors and pedestal lifts. Perhaps benches will have to be made lower for women assembly workers, or tools scaled to their needs. But these are minor obstacles, and should never be allowed to obscure the final goal, which is the greatest possible production.

Women Respect Safety Practices

We have all heard employers say that women are a safety hazard, or that women are not mechanically inclined and therefore will not make satisfactory workers. Such statements are not true. Actually, women in industry have a better safety record than men, on a percentage basis. It is of course necessary that they be taught safety practices at the same time they are given job training, just as men are taught safety practices. Also, it may be necessary to require women to wear certain types of clothing on the job, to reduce the possibility of accident. Caps to prevent long hair from catching in a machine are important to safety — and should also be designed so that they will not ruin a new hair-do. The safety engineers who design such garments would do well to consult with the women who are to wear them.

Machines which may endanger the worker must have proper safeguards and protective devices; and every plant, whether it employs men or women, must have regular inspection to see that safety regulations and practices are followed.

As for women not being mechanically inclined, a casual review of the British experience since Dunkirk will help dispel such a thought. Their experience with tools is limited, but the aptitude and ability is present if given the opportunity for training and experience.

Jobs Now Being Done by Women

Here are just a few of the jobs that women have done and can do satisfactorily. In electrical plants, women can work as radio assemblers or armature winders. Some work at engine lathes and milling machines, others are core makers, spot welders, or airplane coverers. It is generally admitted that women make better inspectors than men do, and in small-arms plants women inspect cartridges and polish small parts for rifles.

In a plant that makes bandage shears for government use, women do all the assembling, shaping, sharpening, testing, and chrome plating. In rubber factories, they work on bullet-proof gas tanks. Needles and thread have been women's tools for centuries, but cutting and stitching silk parachutes is a new departure.

The number of women who are working in aircraft factories today is a small fraction of all aircraft workers. They are employed chiefly in sewing covers for rudders, ailerons, wing tabs, and other control surfaces of the empennage. A few make parts and do minor jobs on electrical assemblies, or wrap and identify gas lines.

Machine and Bench Work

But this is only a beginning. It is estimated that a third of all jobs in aircraft assembly plants could be filled satisfactorily by women.

Here are some of the jobs women might do in aircraft plants. As machine operators, they could be responsible for —

a. Drilling, reaming, countersinking on single, multiple and pneumatic drills
b. Small milling machines
c. Small turret lathes
d. Small and medium sized punch presses
e. Small angle bending machines and brakes
f. Light grinders
g. Riveting and dimpling machines
h. Spot welding

In bench work, they could be responsible for —

a. Burring and filing of all kinds
b. Soldering
c. Hand forming over templates and blocks
d. Tube cutting, bending, and assembly
e. Electrical assemblies
f. Wiring and bending
g. Subassemblies in jigs and at benches

Work in Airplane Plants

Women can sew covers and fabric accessories by hand or machine. They can stretch covers on plane surfaces. They can apply dope and paint, spray small parts, stencil, apply decalcomanias, do masking and touching up. They can inspect parts and assemblies. They can act as clerks and assistants in planning, parts control, blueprint despatching, and drafting.

The main job in airplane assembly is riveting, along with drilling, countersinking, dimpling, and bucking. Much of this work could be done by women if they were trained for it, and the Labor Division of the War Production Board says that training for women in riveting may solve the employment problems of the rapidly expanding aircraft industry, as well as of many women looking for jobs.

Small-Arms Ammunition

Women have special value in the manufacture of small-arms ammunition. "Small arms" include hand and shoulder weapons, machine guns, and automatic weapons of all sizes up to .50 caliber. Ammunition for all these weapons is of major importance in the air. In firing action, an airplane equipped with eight machine guns poured out 1,200 rounds of bullets a minute. Tens of thousands of planes carrying machine guns call for millions, not thousands, of bullets. Small-arms ammunition plants are already employing large numbers of women, because their product is standardized in operations and machining, and because women are particularly well fitted to give this work the caution and detailed accuracy which it must have.

The same story can be repeated for almost every major war industry, in terms of the various operations that go into the making of a tank or an antiaircraft gun. And the story must be repeated in every major war industry — must be repeated on a large scale — in order to achieve the production goals that as a nation we have undertaken to reach.

Use of Local Labor Supply

The use of local labor supply whenever possible is a policy that has been stressed consistently by the War Production Board Labor Division throughout the war effort. In normal times, employers frequently go outside their own communities and environs to recruit skilled workers who can produce immediately without training. Today, when all our industries are in a sense competing for skilled workers, we must not waste the energies of our working men and women in needless moving around with its accompanying dislocation of homes and congestion in industrial centers. Rather, we must set about in an orderly fashion to develop and use to its fullest capacity every ounce of manpower in every working community in the country.

This can be done only through careful training and planning on a national and local scale. Government and labor and management working together can determine the manpower needs of the months to come, can analyze the jobs to be done, and can evolve training methods that will most efficiently prepare the men and women of the country to do those jobs. Thus we can have a steady rise in productivity in every community, rather than a spurt in one city at the expense of another.

Discrimination Against Groups Shortsighted

It is not only women who are discriminated against when employers fail to utilize the local labor supply. Both management and labor have been guilty of discriminating against Negro workers, or against people of German or Italian origin, or against other national groups who are, nevertheless, loyal American citizens. Such discrimination is shortsighted and undemocratic, at any time. We certainly cannot afford it at this time, when we need all the energies of all our people, for the protection of our way of life.

Every time any one of us allows such a prejudice to influence his actions, we weaken the whole structure of our democracy. We are fighting a philosophy which stirs up race hatred and suspicion and injustice to gain its evil ends. We must fight it, not only with guns and ships and planes and tanks, but with the courage of our convictions. We must prove that the democratic way is the better way of living and of thinking.

Democratic Principles Should Guide

If we allow ourselves to harbor prejudices, we will find that, to those who are discriminated against, democracy is not so alluring as we say it is. Certainly we cannot expect any man or woman to fight or work for a democracy from whose benefits he or she is excluded.

The Labor Division has a special section devoted to the problem of integrating Negroes and other minority groups into war industry. Considerable progress has been made in breaking down these artificial barriers, but the problem has by no means been solved. If enlightened thinking does not succeed in breaking down discriminatory practices, the practical reason that every worker who can produce must be enlisted in war production will surely overcome artificial barriers. The fact must be faced that we cannot win this war by using only white male labor.

Solution Up to Industrial Managers

To get back to the specific problem of employing women in war industry, industrial managers must be the key to the solution. It is up to them to advocate and carry out the hiring of women, and it is up to them to see that these women make good, both by careful job analysis and selection of employees, and by providing the right kind of in-plant training and supervision.

It is necessary to emphasize that there are few employee problems which apply exclusively to women, and management will find that they can deal with women in about the same way that they deal with men workers. It is not necessary that a woman personnel officer be assigned to women workers. Women as first-line supervisors can sometimes handle routine departmental problems concerning women more easily than men can do it, and women can train women. The opening of even minor supervisory positions to women will be an incentive to these workers. But if women supervisors do not correspond in authority with men in like positions, the employees may ignore the women supervisor and take their problems to a man whom they feel is "the boss."

It is up to management to help do away with the kind of thinking that claims that women should receive lower pay than men, on general principles. There is no justification for such a policy. When a women does the same work as a man, she should receive the same pay for her services, including the entrance rate into the particular industry. Labor leaders have sometimes resisted the employment of women, fearing that their lower wages would lower wage standards in general. We can overcome this resistance to the same degree that we educate our employers to the logic of equal pay for equal work.

Production for Victory

Industry is challenged by the nationwide Production Drive announced by Donald Nelson, Chairman of the War Production Board, on March 2. Mr. Nelson has asked every plant and every worker in every plant to give their best energies and their best talents to the supreme goal of more production -- more production than Germany can muster through all her conquests -- more production than Japan could ever accomplish.

Production of weapons is the prerequisite to victory in modern war. Large-scale employment of women must be a prerequisite to the success of our Production Drive. It is up to the men and women who sit at the hiring desks in war production plants all over the country to see that women are given full opportunity to share in insuring victory for the United Nations.

WAR PRODUCTION TO COUNTERBALANCE CIVILIAN LAY-OFFS

Increased employment in war production is expected to overbalance the restrictive effects of civilian curtailment before the end of the second quarter this year. Employment will then expand at a rapid pace during the remainder of 1942.

Additional workers will be required chiefly in manufacturing, particularly in those industries most closely associated with the war program. Moderate gains in employment will probably be reported also in Federal Government shipyards, arsenals, and manufacturing depots (included in Government employment), in mining, transportation, and public utilities, contract construction, and in finance, service, and miscellaneous industries.

Trade employment, on the other hand, is likely to drop off, because of the reduced supplies of consumer goods available for distribution. Agricultural employment may be reduced as farm workers seek industrial jobs. A decline is also expected in the number of agricultural proprietors, self-employed persons, casual workers, and domestic servants.

Estimated Total Employment

Total civilian employment will increase about 1.9 million, on the average, for the year. Fewer workers will be unemployed, but because of geographic and industrial dislocations of workers and a presumed core of unemployables, it is not believed that unemployment can be reduced below about 2.5 million by the end of the year.

Expansion of not less than 2 million necessary in the labor force this year can be achieved in part through the natural increase in the population of working age, and through deferred retirements. Other means of attaining this extraordinary increase in labor force include the earlier completion of schooling and the recruiting of young unmarried women, other women without burdensome household responsibilities, and recently retired male workers.

Four Million Jobs

Increases in over-all employment requirements discernible from the separate industry estimates available add up (omitting the offsetting declines) to about 3 million, making a minimum of 4 million jobs to be filled. These estimates for broad industrial groups, however, do not indicate all job openings.

Many of the jobs to be filled this year may not be suited to the employment of women. In these instances, it may often be necessary to draw men from other employments, since the reserves of unemployed men are already low. This will mean, for every such job filled, at least one additional job requirement.

The sum of job requirements this year, exclusive of turn-over, can only be approximately indicated at several million in excess of the million minimum cited above. The labor supply problem is to provide qualified workers to fill all of these job openings.

WAR CHANGES TRADITIONAL MIDDLE WEST PATTERN
Small Towns Lose Steadily to War Production Areas

By Joseph H. Taggart, Regional Business Consultant
Kansas City, Mo.

The Kansas City area presents an example of what this country's entrance into the war does to the normal economy of a vast economic region. There are, in reality, two panels to the picture. One represents booming activity, which is concentrated in a relatively few sections; the other represents a decline in the well-being of many small towns outside areas in which are centered large projects directly connected with the war.

The main feature of the second panel is the somewhat changed pattern in the life of the small communities — in the life of the businessman, the farmer, and the worker. The main feature of the first panel of this picture is that there exists in this region much idle machine-tool equipment which ought to be -- and eventually will be -- of use in the armament program.

Increasing Concentration of Industry

Looking a bit into the future it is possible to foresee a mounting concentration of skilled laborers and their families in the areas working on war contracts, and a corresponding drop in the population of towns and cities in many other sections. Practically all the usual statistics on finance, retail and wholesale trade, and production continue high, and indicate better-than-seasonal trends for the current period. However, these statistics are heavily weighted in favor of the larger cities and fail to give an adequate picture of the region as a whole.

Centers engaged in production of war goods are characterized by great activity; and, in general, small businesses in these centers, whether engaged in retailing, wholesaling, servicing, or manufacturing, are sharing in the boom. Certain types of retail and wholesale establishments have suffered as a result of various restrictions; and some manufacturers have been forced to curtail activities because of inability to obtain stocks of needed raw materials or finished or semi-finished goods.

Outside so-called defense areas, the story is different. A high percentage of vacancies in residential and business property is the rule, and towns and cities are faced with lower valuations and greatly reduced revenues. This is taking place in spite of the fact that cash farm income has greatly improved; and indications are that it will continue high in the current year.

PUT EVERY MACHINE TOOL ON THE PRODUCTION LINE

Owners of idle machine tools have been requested by the Chief of the Tools Branch, War Production Board, to make such equipment available for sale so that it can be placed in plants engaged in war production.

It is urged that full information concerning these idle tools be forwarded to the War Production Board for incorporation in reference files. This information can then be supplied to operators of war-production plants in need of added equipment. There should be no idle machines in this emergency.

Many Machine Shops Inactive

The matter of machine shops has been given especial attention for several reasons:

1. The machine-tool requirements of the war program are virtually unlimited. Every effort must be made to utilize all existing equipment.

April 1942

Population:
133,899,867

ESTIMATED LABOR RESERVE - 14 YEARS AND OVER
(In Thousands)

Age Group	Total			In Labor Force		Not in Labor Force				
								At home	At school	
	Total	Men	Women	Men	Women	Men	Women	Women	Men	Women
Total	103,127	51,513	51,614	43,104	14,851	8,349	36,763	29,752	3,999	4,106
14 - 19	14,369	7,225	7,144	3,407	2,022	3,818	5,122	1,154	3,676	3,859
20 - 24	11,770	5,783	5,987	5,359	2,918	424	3,069	2,762	279	211
25 - 44	40,617	20,195	20,422	19,525	6,669	670	13,755	13,339	44	36
25 - 34	-	-	10,901	-	3,935	-	6,967	-	-	-
35 - 44	-	-	9,521	-	2,734	-	6,788	-	-	-
45 - 64	26,780	13,638	13,142	12,596	2,870	1,042	10,271	-	-	-
45 - 54	-	-	-	-	1,931	-	- 848	9,610	-	-
54 - 64	-	-	-	-	939	-	- 3423	-	-	-
65 and over	9,591	4,672	4,919	2,276	373	2,396	4,546	2,880	-	-

Mobilization

April 1942 Misc. 2977

Federal Security Agency
U. S. OFFICE OF EDUCATION
Vocational Division
Occupational Information and Guidance Service
Washington

WOMEN OF THE UNITED STATES AND THE WAR

by

Marguerite W. Zapoleon, Specialist in
Occupations for Girls and Women

Successful warfare requires action on many fronts. On most of them, American women have been engaged since the early days of the defense program. Today, they are serving in rapidly increasing numbers in the armed forces of our country, in Government agencies, in industry, in agriculture, in schools and colleges, in women's clubs, and in volunteer organizations. A review of these areas of their activity indicates how other women may serve as the war continues.

Women in the Armed Forces

We usually think only of men in the armed forces of our country. But, besides the women who type and file and those who perform housekeeping functions in the War and Navy Departments, there are 8,700 women serving as nurses in the Army Nurse Corps and another 1,000 nurses serving in the Navy. At least 10,000 to 11,000 additional nurses are needed and will be added in the near future. Also serving the Army are approximately 600 women medical technologists, 150 dental hygienists, 500 to 600 dietitians, and 300 therapy aides. Two hundred more therapy aides are needed and will be employed as soon as they can be obtained.

Much publicity was given last year to the hostess jobs in the Army, created to supply a woman's service in connection with leisure-time activities in Army camps. There now are approximately 590 women, selected from among more than 22,000 applicants, who serve as hostesses and library assistants in service clubs on military reservations. Approximately 100 trained women librarians also are working in Army hospitals.

The proposed Women's Army Auxiliary Corps will open a greater variety of Army jobs to women and will give them Army status. A bill providing for such a corps passed the House in March 1942, and is scheduled for Senate action this month. It provides for the "voluntary enrollment of women of excellent character in good physical health, between the ages of 21 and 45, who are citizens of the United States," the number not to exceed 150,000. Such a corps would have its own leaders, who would be trained for their specific duties. The members of the corps would perform those functions in the Army that women can carry on to advantage, thus freeing men for other duties. A bill providing for a similar corps in the Navy passed the House in April.

Woman Workers in the American National Red Cross

Thirty-seven years ago, the Congress of the United States chartered the American National Red Cross, authorizing it to perform certain duties. One of these duties was "to act in matters of voluntary relief and in accord with the military and naval authorities as a medium of communication between the people of the United States and their Army and Navy." Today, this great agency, cooperating closely with our Government although supported entirely by voluntary contributions, has on its national staff 4,100 workers, many of them women.

The positions on the national staff and those in local chapters are filled largely by social workers, but the staff also includes many other workers trained in first aid and water safety, public health nursing, nutrition, education, and recreation. With the increase in the armed forces, there has been a rapid increase in the number of social case workers employed by the local chapters. The number of chapter workers in March 1942 was about 4,000.

Besides its regular staff, the Red Cross maintains reserve lists of social workers, nurses, and medical technologists who can be summoned in an emergency. For example, during the great Mississippi flood of 1937, more than 1,000 "reserve" social workers were employed by the Red Cross, mostly on a loan basis from other agencies. Although its reserve list of social workers and of medical technologists is adequate at present, the Red Cross is striving now to build up its reserve list of nurses to 40,000.

Volunteers, of course, form the greatest number of Red Cross workers; their activities are described below.

Women Employees in the Federal Government

The number of women workers in Government agencies has increased rapidly as war duties have increased.[1] They have been added in largest numbers in those branches of Government service which bear the greatest burden of the war effort, particularly in the War Department. On June 30, 1941, 266,407 women were employed in civilian positions in the executive branches of the Government; this number represented 20 percent of the 1,358,150 Government employees. In the following 6 months, the total number of employees had increased to 1,670,922, but statistics indicating how many of the new employees are women are not yet available.

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[1] U. S. Civil Service Commission. The first year. A study of women's participation in Federal defense activities. By Lucile Foster McMillin. Washington, U. S. Government Printing Office, 1941. 39 pp.

Although the vast majority of women workers in Government service are engaged in clerical work, the remaining number are spread over a wide variety of occupations in all fields: Professional, semiprofessional, communications, manufacturing, personal service, and agriculture.[2] Government service demand for women stenographers, office machine operators, and scientific and technical aides is acute. Among the occupations listed in the March 9, 1942, announcement of examinations open on that date were the following (those underlined were occupations in which workers were needed urgently for war work): *Stenographer*, *typist*, *mimeograph operator*, alphabetic card punch operator, tabulating machine operator, *blueprint operator*, *graduate nurse*, *public health nurse*, *dental hygienist*, *medical technician*, *physiotherapy aide*, *technical and scientific aide*, *meteorologist*, chemist, astronomer, *pharmocologist*, *physicist*, *staff dietitian*, home economist, *inspector* (hats, textiles, clothing, radio engineering materials, ordnance materials), *engineer*, *engineering draftsman*, *engineering aid*, *translator*, *telegraph operator*, *multiplex operator*, *simplex or teletype operator*, medical technical assistant, *public health nursing consultant*.

Women in War Industries

Although the first effect of the defense program was to increase the demand for women primarily in clerical and service occupations, as the tempo of production was accelerated and as more men were drawn off into military service, women not only began to replace men in certain peacetime jobs but they also have gone into defense plants in increasing numbers. Since war was declared, there has been general agreement that more and more women will be used in the production of aircraft, ammunition, and other types of military equipment.[3] Women in plants located for the most part on the East and West Coasts are not only assembling and inspecting small parts, tasks at which they have always excelled, but they also are working as welders, riveters, lathe operators, spray dopers, brush dopers, sheet-metal bench beginners, and as band-saw operators. In the first quarter of 1942, according to estimates of the Bureau of Labor Statistics, some 1 million of the 8½ million employed in war production were women. The increasing use of women in war production, and the factors to be considered in employing them, are discussed in the recently issued Bulletin No. 7 of the Labor Division of the War Production Board.

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[2] Women's Bureau, U. S. Department of Labor. *Employment of women in the Federal Government 1923-1939*. By Rachel Fesler Nyswander and Janet M. Hooks. Washington, U. S. Government Printing Office, 1941. 60 pp.

[3] Labor Supply Division, War Production Board. *Women in war production*. Report to the House Committee investigating national defense migration. By Thelma McKelvey. Washington, February 4, 1942. 69 pp. mimeo. (A summary presenting facts obtained from various Government agencies.)

Thus far, the demand for women in war industries has been characterized by rather specialized qualifications for employment and by marked local and regional differences in the extent of the demand. An acute need for women of a certain type and training may still exist in one area, whereas, in another area, women who are unemployed because of plant shut-downs in industries affected by priorities may be seeking work unsuccessfully. Because orders for defense workers and applications for employment and training are now cleared through the U. S. Employment Service, the problem of adjusting demand and supply more effectively should be open to solution. A list of defense occupations suitable for women has been prepared by the U. S. Employment Service and is now being printed in the Government Printing Office.

The use and protection of women in industrial production has long been the concern of the Women's Bureau of the U. S. Department of Labor. In the summer of 1940, the Bureau, after consulting with its Labor Advisory Committee on Standards for the Employment of Women in the Defense Program, issued a bulletin which outlines the working conditions which should be observed in the employment of women in defense industries.[4] Since war was declared in December, the Bureau has been at work on the problem of amending State laws for women to permit night work for the duration, while safeguarding long-run gains in protective legislation.

Long before war was declared, the Bureau began a series of studies of the employment of women in industries handling defense contracts, such as the manufacture of aircraft, of instruments, and of ammunition. From time to time, the Bureau, through its publications[5] and conferences, has urged the training of women in certain skills which would equip them for work in defense plants--skills such as blueprint reading, micrometer, scale, and other gage reading, knowledge of metals and cutting tools, shop mathematics, and shop practice.

Training of Women for War Employment

The U. S. Office of Education is responsible for the administration of funds appropriated by Congress for vocational training for defense workers.[6] From July 1, 1940 through February 28, 1942, 40,000 women have been enrolled in the program, of whom 27,000 have completed their training and 13,000 were still in training on the later date. They were taking training in such subjects as: Machine shop, welding, aircraft assembly, sheet-metal inspection, radio communications, airplane ground work, and drafting. Since late 1941, many more women are being trained for the increasing number of jobs that will be available to them in defense plants as more men are drafted. There are, in addition, more than 50,000 girls and women enrolled annually in the regular day trade and industrial classes which are reimbursed from Federal funds. During the year ended July 30, 1941, 90 percent of the girls in these day classes were being trained for industrial and service occupations in which according to Census statistics women predominate in normal times. These occupations included power-machine operation, dressmaking, millinery work, cosmetology, restaurant service, laundry work, assembly and other light factory work, household service, practical nursing, and dental hygiene. Seven percent were enrolled in art, music, and handicrafts courses. A still smaller number, about 3 percent, were being trained along with men and boys, in auto mechanics, radio shop, machine shop, upholstering, shoe repairing, watchmaking, drafting, printing, woodworking, jewelry making, and cleaning and dyeing.

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[4] Women's Bureau, U. S. Department of Labor. Effective industrial use of women in defense program. Washington, U. S. Government Printing Office, 1940. 22 pp.

[5] The WOMAN WORKER, published bimonthly by the Women's Bureau, carries current articles and reports, and announces special bulletins on the status of women in industry.

[6] U. S. Office of Education, Federal Security Agency. Misc. 3489. Training women defense workers. By Louise Moore. Washington, U. S. Office of Education, January 9, 1942. 9 pp. mimeo.

During the second half of 1941, 195,088 girls employed on National Youth Administration projects enrolled in related training courses operated by the public schools in cooperation with the U. S. Office of Education. Of the total number, 115,742 received some type of home economics training (child care, nutrition, care of the sick, quantity cooking, table service, etc.), and the remaining 79,346 were enrolled, for the most part, in clerical or power-sewing courses. In January 1942, more than 16,000 girls were gaining work experience on National Youth Administration work projects in occupations related to defense work, including welding, machine shop, radio, and sheet-metal work. An additional 54,000 were engaged in secondary defense activities on projects concerned with child care and nutrition.

To meet the needs for training in the plant as women workers are introduced in war industries, the field staff of the apprenticeship unit recently transferred from the U. S. Department of Labor to the Federal Security Agency and the State apprenticeship councils have been adding women members to assist defense plants in installing and improving upgrading and training programs for women employees.

The Work Projects Administration also has trained women for work related directly and indirectly to the war effort. In addition to the 683 women WPA workers who were trained for riveting, machine shop, aircraft manufacturing, and electrical servicing under the vocational defense training program described above, 230 were trained directly in defense plants. Local WPA officials have been instructed to place more and more women in defense occupations and in training projects for them. In hospitals in 18 States, 4,000 institutional workers have been trained to serve as attendants in clinics, hospitals, and other institutions.

The number of girls and women entering agricultural courses operated through the U. S. Office of Education under the Out-of-School Rural and Nonrural Youth Training Program is increasing. According to the latest available figures, 1,409 women in 36 States had taken such training prior to January 1, 1942. Girls are enrolled in largest numbers in auto truck and tractor driving courses and in metal shop. Statistics are not available for the past year which would show the number of girls and women in the day and evening federally reimbursed classes in agriculture operated under the regular program, but many women are enrolled in evening classes, especially in poultry and in gardening.

The Engineering, Science, and Management Defense Training Program, administered by the U. S. Office of Education in cooperation with colleges and universities, had enrolled 10,908 women out of a total enrollment of 361,977 in the 20 months of its operation up to March 1, 1942. Most of the women enrolled were admitted during the fall of 1941 and the winter of 1942, and were studying such subjects as: Engineering drawing, production engineering, safety engineering, inspection and mechanical engineering, accounting and statistics, as well as personnel administration and labor, communications, and other engineering, science and management subjects. Those in charge of this program anticipate that an urgent need for women trained in these courses will develop in the near future.

Under the Civil Aeronautics Training Program, 2,450 women completed civilian pilot-training courses. However, since July 1941, this program has been devoted entirely to the training of military pilots, and women are no longer admitted.

The nursing training program, for which Federal funds first became available in July 1941, is administered by the U. S. Public Health Service, with the advice and assistance of the Defense Health and Welfare Services of the Federal Security Agency.7/ To meet the overwhelming demand for trained nurses, 265 nursing programs in accredited nursing schools are receiving Federal funds to enable them to train additional numbers in undergraduate and postgraduate courses, as well as to offer refresher courses to inactive nurses. In addition to the more than 40,000 students comprising the usual annual enrollment of entering students of nursing, the spring program should take care of a proposed increase in student admissions of 6,690 (3,244 refresher, 2,472 basic undergraduate, and 974 postgraduate). Enrollment in schools aided under the program already has increased 34 percent as compared with a 9 percent increase in enrollment of other nursing schools.

7/ Plan of training for nurses under the national defense program. Public Health Reports 57: 307-12, February 27, 1942.

Women's Activities in Schools and Colleges

Our schools and colleges, aside from their participation in the nursing and engineering training programs already described, are contributing their share to the war effort. Teachers, most of whom are women, and school administrators will find suggestions regarding suitable war activities in the Education and Defense Pamphlets issued by the U. S. Office of Education, and in its new periodical Education for Victory, issued twice monthly, which carries reports of the work of the Wartime Commission and other information related to the schools and the war. In addition to school activities, teachers are called upon to aid in the registration and training of volunteers and in the registration incident to rationing.

Women in many colleges have undertaken special projects. Russell Sage College in Troy, New York, was one of the first women's colleges to organize for defense.[8] Its five-point program provided for: (1) Forum discussions related to the war; (2) the expansion of regular courses to train more women for such occupations as nursing, medical laboratory work, and secretarial work; (3) training for volunteer work in home nursing, emergency feeding and nutrition, auto and ambulance driving, mail censorship, household mechanics, clerical work; (4) increasing emphasis on health and physical education; (5) cooperation with local agencies in registering and training local women for emergency volunteer services. The war program of the University of Iowa Women's Association suggests that the period from 4 to 6 p.m. daily be devoted to some phase of war work; meetings are scheduled for that period twice a week so that the girls may discuss pertinent problems while knitting and sewing for the Red Cross. Hunter College girls have established headquarters where defense stamps are sold daily. Their joint student-faculty committee has planned a program which provides for: (1) Protection of the college buildings and preparations for air-raid shelter; (2) courses in first aid, radio, air-raid precautions, motor mechanics, sewing, and orientation in problems of the war; (3) plans for community service under which students perform emergency messenger and other services, instruct others in such volunteer services, and assist with entertainment programs for service men. The Youth Activities Division of the Office of Civilian Defense reports the following types of subcommittees on college defense committees: Air-raid protection, auxiliary fire-fighting, health and medical services, publicity, conservation, consumer, money raising, USO, training courses, civilian morale, and civilian volunteer office.[9]

The American Council on Education is publishing current information on war opportunities for college women in its War-Service Opportunities bulletin.

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[8] Russell Sage College. A suggested defense program for women. Troy, N. Y., Russell Sage College, August 1, 1940. 9 pp.

[9] Office of Civilian Defense, Division of Youth Activities. Information bulletin for immediate release to colleges and universities regarding college defense committees. Washington, Office of Civilian Defense, January 1, 1942. 3 pp.

Women on the Home Front

Following the lead of the early defense program when a woman was serving on the Commission of National Defense to represent consumer interests, much emphasis has been placed on nutrition. In May 1941, the President called a national nutrition conference to meet in Washington. This was followed by State and local conferences. The Office of Defense Health and Welfare Services in the Federal Security Agency, the Bureau of Home Economics in the Department of Agriculture, the Home Economics Service in the U. S. Office of Education, the Home Economics Division of the Extension Service in the U. S. Department of Agriculture, and the Children's Bureau in the U. S. Department of Labor have cooperated with colleges, the American Home Economics Association, and other organizations in preparing programs and publications designed to help homemakers plan well-balanced meals, eliminate food waste, and reduce malnutrition. Conservation and thrift in the home are also being encouraged in all consumer publications. Some contributions which home economics educators can make to the solution of family problems arising out of the national emergency are suggested in an outline prepared by the Home Economics Education Section of the American Vocational Association and published by the U. S. Office of Education.[10]

The problem of the care of young children in families where the mother is working or is ill has been receiving attention. The U. S. Children's Bureau has recently published material on the day care of children of mothers working in defense areas.[11] During the year 1941, the Work Projects Administration not only operated a number of nursery school projects and employed 65,000 women on WPA school lunch projects, but also prepared 38,500 housekeeping aides to take care of underprivileged households in which the mother was ill and a social agency indicated that household help was needed.

National Women's Organizations and the War

Women's organizations have responded to the emergency in many different ways.

When the defense program first began, the American Home Economics Association and many other professional groups polled their membership to register their availability and special skills. The national professional organizations in the field of nursing, for example, formed a Nursing Council on National Defense and cooperated in a Nation-wide survey completed

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[10] American Vocational Association, Home Economics Education Section. Misc. 2930. Some contributions which home economics education can make through school and community programs to the solution of problems families are facing in the national emergency. Washington, U. S. Office of Education, Federal Security Agency, 1941. 4 pp. mimeo.

[11] Children's Bureau, U. S. Department of Labor. A community program of day care for children of mothers employed in defense areas. By Emma O. Lundberg. Washington, Children's Bureau, Jan. 1942. Reprint from The Child 6: 152-61.

June 1941, in which records on approximately 300,000 nurses were obtained by questionnaire. When the National Roster for Scientific and Specialized Personnel was started by the National Resources Planning Board, professional groups cooperated by supplying lists of their members to whom questionnaires were sent by the Board to determine their availability and their qualifications for specialized wartime services.

The National Federation of Business and Professional Women's Clubs, Inc., is establishing a master file of its 76,000 members so that those having needed skills can be located quickly. Its vocational series published monthly in Independent Woman discusses occupations for women that are related to the war. In addition, local clubs are urged to aid and cooperate with established defense councils and to disseminate pertinent information to members through a defense committee. The International Association of Altrusa Clubs, the American Association of University Women, and many other national women's organizations have recorded the vocational and avocational skills of their members and the facilities they might make available in an emergency. The American Association of University Women has cooperated in the formation and operation of State and local defense councils and has urged the appointment of able women to serve on them. In addition to aiding in the establishment of local civilian defense volunteer offices and in the enlistment and registration of volunteers, its 921 branches are active in such areas as: Community education on war problems and issues, leadership on matters affecting education, the study of international relations, welfare services, consumer-interest study and activity, conservation of materials, initiation of programs, defense saving, housing, recreation and morale, and the employment of women in the war program. To encourage high standards in volunteer work, the A.A.U.W. published a "Code of Ethics for Volunteers" which has been adopted for use by civilian defense volunteer offices.

The National League of Women Voters, recognizing that the necessity for citizen understanding of Government is greater during a war, is endeavoring, through the enrollment of its members for that purpose, to carry information about Government to the widest possible public. About 50,000 copies of 5 broadsides already have been distributed as part of the League's wartime service, among them "Bigger Taxes Are Better Taxes" and "Civilian Defense and Your State and Local Government."

The National Women's Trade Union League publishes current war information in its Life and Labor Bulletin, and is urging the increased use and training of women in defense industries.

The General Federation of Women's Clubs, in addition to urging its members to back their community programs and to aid the Red Cross, also has been active in promoting the appointment of women on State and local defense councils and in cooperating in the work of these councils. The

Federation has emphasized hemisphere solidarity by encouraging scholarships for Latin American and South American students and by urging the compulsory teaching of Spanish in the public schools. In June 1941, the president of the Federation called together representatives of 100 women's organizations to discuss cooperation in the defense program, and in January 1942, 1,000 women club leaders attended a national defense forum arranged by the Federation to stimulate activity. The Federation's program operates under a national defense department and 14 committees. The promotion of the sale of defense savings bonds and stamps has been especially successful.

Younger women and girls, too, are helping through their local and national organizations. Typical are the activities in which 44,000 Girl Scouts can render service in the war effort through Girl Scout Senior Service Bureaus.[12] Senior Service Scouts are scouts who meet certain basic requirements and who volunteer to prepare themselves to perform certain services under both normal and emergency conditions in such fields as: Child care, food preparation and serving, transportation and communication, and shelter, clothing, and recreation. Many Girl Scout camps, council houses, and other facilities have been made available to other organizations for use in war work.

Similarly, in the rural areas, the 800,000 4-H Club girls together with their 40,000 local leaders are engaged in a "National Seven-Point Victory Program" which provides opportunity for service, particularly in the production and proper preparation of food, and in the conservation of food and other products needed for the war effort.[13] Increasing attention is being given to various ways in which 4-H girls can serve in their community in war emergencies, as, for example, in preparing homes for use in emergencies and in the care of evacuees.

Women in Volunteer Services

More and more women are volunteering their services as individuals in their own communities through local civilian defense volunteer offices, of which there are now 2,154.

At first, volunteers applied directly to the agency where they thought their services might be needed. But as the number of volunteers increased and duplication was evident, the need for community clearance was apparent. Troy, New York, was one of the first cities to arrange for a city-wide registration of women volunteers for defense work. The Volunteer Bureau of the Troy Council of Social Agencies set up a file of approximately 5,000 women who registered voluntarily in December 1940, during 2 days designated for that purpose by the mayor. Other cities followed suit and, since the organization of State and local defense councils, all citizens are urged by the Volunteer Offices Section of the Office of Civilian Defense to volunteer through the local civilian defense volunteer offices rather than through a particular organization.[14] Inasmuch as these local offices have facts on all types of volunteer work, they can route volunteers to the places where their services will be most effective.

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[12] Girl Scouts, Inc. What can I do to help? New York, 155 E. 44th Street., 1940. 15 pp.
Girl Scouts, Inc., SSS. Senior service scouts and the defense program. New York, 155 E. 44th St., 1941. 24 pp.

[13] Extension Service, U. S. Department of Agriculture. National 4-H victory program. Washington, Extension Service, 1942. 10 pp. mimeo.

Some of the women among the 5,601,892 citizens who had volunteered through their local volunteer bureaus up to January 31, 1942, are enrolled in the aircraft warning service, in the U. S. citizens' defense corps (as air-raid wardens, drivers, and messengers), or in community service (child care, recreation, nutrition, housing, consumer education, and health). The organization of volunteer services in these fields is described in a series of publications which the Office of Civilian Defense, in cooperation with the Office of Defense Health and Welfare Services, is publishing under such titles as "Volunteers in Child Care" and "Volunteers in Health, Medical Care and Nursing." Many women are also working with volunteer organizations.

In chapters of the American Red Cross, 2 million women volunteers are actively engaged in making garments and surgical dressings and in knitting. Many of these volunteers are participating in training courses which prepare them to serve as nurses' aides, home-service aides, motor-corps members, canteen workers, and "Gray Ladies" who do volunteer hospital and recreation work.

A new organization, the American Women's Voluntary Services, patterned after the Women's Voluntary Services in Great Britain, has women members in 23 States who are preparing for volunteer service in times of emergency. They are taking courses in first aid, map reading, running repairs, telephone operating, nutrition, mass feeding, civilian protection, fingerprinting, home gardening, and physical fitness. They also are serving as hostesses at service clubs and as assistants at draft clinics.

Many members of the Ninety-Nines, the Women Flyers of America, and the Aerial Nurses are cooperating with the Civil Air Patrol in the Office of Civilian Defense in mobilizing civilian planes and pilots for wartime duties. In some areas, women's squadrons have been organized. The purpose of the patrol is to enlist citizens with aviation experience as pilots, mechanics, radio operators, control-tower operators, and ground personnel. But a certain number of auxiliary workers without prior aviation background will be needed, according to the headquarters office. A wing of the Civil Air Patrol is organized in each State, and there is scarcely a local unit which does not have several women members. Women flyers have taken off as observers, are drilling and practicing with their units (a minimum of 230 hours of intensive study is required), and in many cases are performing auxiliary work such as clerical service and ground transportation.

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[14] U. S. Office of Civilian Defense. A civilian defense volunteer office. Washington, U. S. Government Printing Office, 1941. 27 pp.

There now are and will be many other specialized types of volunteer services in which women will engage. Coordination of existing activities through local defense councils is essential at the present time, so that future planning and activities may be based on a central body of facts and information.

The Main Task

Signs of duplication still appear in this quick panoramic view of the war services women of the United States are performing. But with the increasing demand for women in war services and the variety of functions they are performing, more direct outlets and better coordination are being developed. Meanwhile, for those who have not yet and may never find places in the front lines of women activities, there remains the eternal obligation of woman to do the task at hand, to prepare for emergencies, and to maintain that spirit of calm, fearless readiness upon which the life of our Nation now depends.

ADDRESSES OF ORGANIZATIONS AND AGENCIES MENTIONED

(from the staff members and publications of which information for this publication was obtained)

American Association of University Women, 1634 Eye Street NW., Washington, D. C.
American Council on Education, 744 Jackson Place NW., Washington, D. C.
American Home Economics Association, Mills Building, Washington, D. C.
American Red Cross, National Headquarters, Washington, D. C. (There also are local chapter headquarters and regional offices.)
Apprenticeship Unit, Federal Security Agency, Washington, D. C. (Also State Apprenticeship Councils at State Capitols.)
Army Nurse Corps, War Department, Washington, D. C.
American Women's Voluntary Services, Inc., 295 Madison Ave., New York, N. Y.
Bureau of Home Economics, U. S. Department of Agriculture, Washington, D. C.
Children's Bureau, U. S. Department of Labor, Washington, D. C.
Civil Air Patrol, Office of Civilian Defense, Washington, D. C. (There are local units and State wing commanders.)
Civil Aeronautics Authority Training Program, U. S. Department of Commerce, Washington, D. C.
Engineering, Science, and Management Defense Training Program, U. S. Office of Education, Washington, D. C.
Extension Service, U. S. Department of Agriculture, Washington, D. C.
General Federation of Women's Clubs, 1734 N Street NW., Washington, D. C.
International Association of Altrusa Clubs, Inc., 540 North Michigan Avenue, Chicago, Ill.
Girl Scouts, Inc., 155 E. 44th Street, New York, N. Y.
Home Economics Service, Vocational Division, U. S. Office of Education, Washington, D. C.
Hunter College, New York, N. Y.
National Federation of Business and Professional Women's Clubs, Inc., 1819 Broadway, New York, N. Y.
National Youth Administration, Federal Security Agency, Washington, D. C. (Local and State offices.)
National Youth Administration Related Training Program, U. S. Office of Education, Washington, D. C.
National League of Women Voters, 726 Jackson Place NW., Washington, D. C.
National Women's Trade Union League, Machinists Building, Washington, D. C.
Ninety-Nines, 718 Jackson Place NW., Washington, D. C.
Office of Defense Health and Welfare Services, Federal Security Agency, Washington, D. C.
Out-of-School Rural and Nonrural Youth Training Program, U. S. Office of Education, Washington, D. C.

Public Health Service, Federal Security Agency, Washington, D. C.
Superintendent of Nurses, Navy Department, Washington, D. C.
Russell Sage College, Troy, N. Y.
Troy Council of Social Agencies, Troy, N. Y.
University of Iowa, Iowa City, Iowa.
U. S. Civil Service Commission, Washington, D. C. (Announcements of examinations are posted locally in post offices.)
U. S. Employment Service, Employment Security Division, Federal Security Agency, Washington, D. C. (Local offices throughout the United States.)
Vocational Training for Defense Workers Program, U. S. Office of Education, Washington, D. C. (State and local offices.)
Volunteer Offices Section, Office of Civilian Defense, Washington, D. C.
Women's Bureau, U. S. Department of Labor, Washington, D. C.
Women Flyers of America, Plaza Hotel, New York, N. Y.
War Production Board, Labor Supply Division, Washington, D. C.
Work Projects Administration, Washington, D. C. (Also State and local offices.)
Youth Activities Division, Office of Civilian Defense, Washington, D. C.

April 1942

WORK WILL WIN
The story of MANPOWER

"WE'RE ALL IN THIS WAR"

A Foreword by Paul V. McNutt

1. There Are Enough Of Us
2. What We Need To Do
3. How We Can Do The Job
4. Where Women Fit In
5. Farmers Fight
6. The President's War Manpower Commission Order

"WE'RE ALL IN THIS WAR."

Every American has a part in this total war.

What each one wants to know is where and when and how he or she can serve the best.

One out of every three men between the ages of 20 and 65 is fighting in the armed forces or is in denim producing weapons and supplies and transporting them to the United Nations' battlefronts. By Christmas, one out of every two will be "in the war."

Women, too, are in war plants and the armed forces. They are welders, inspectors, machine operators, nurses, Red Cross workers at home or at overseas stations, and members of the WAAC, relieving men for combat duties. One and one-half million women are now working in war industry. Two million more will enter the ranks of war production before the close of this year.

We are bending our energies to give American fighting forces the best planes and tanks and guns and ships that can be produced. Moreover, we are producing equipment and food for all the United Nations.

This means farmers, housewives, miners, machinists, welders, railroad men -- workers in all trades and walks of life -- must be mobilized.

How are we going to do this?

This is the problem which faces the War Manpower Commission.

The Commission starts its task with its major objectives well defined. We know that military and industrial needs for manpower must be viewed as one interlocking problem. It would be foolish, for example, to send into the armed forces skilled craftsmen who are indispensable in the production of needed war equipment.

We know that if we match men and jobs properly the output of our production lines will be increased manyfold. A misplaced worker represents waste of time and energy.

A worker who moves from job to job represents waste -- waste of his own time, waste of the time taken to break in a replacement.

We know that if a man at a desk, behind a counter, or on a farm, can run a lathe, or if he is a toolmaker or a diecutter, it is a waste of a needed skill. He belongs in a war production plant.

It is just as patriotic to produce the sinews of war as to be engaged in the fighting forces. And, it is equally patriotic for American citizens to remain on the farms and in the mines if that is where their best services can be performed. Not only must we arm our fighting forces, we must feed them and our civil population as well. We must also feed our allies. There must be recruitment of men and women sufficient to plant and harvest bumper crops.

Millions of Americans are willing and anxious to do these wartime jobs. But the leisurely and undirected processes of normal years will not do.

In the space of a single Hawaiian sunrise the every-day pattern of American life was transformed.

The War Manpower Commission, with its directive for assuring "the most effective mobilization and utilization of the national manpower," is a product of that attack.

We propose to find out what jobs urgently need to be done. We propose to find the men and women with skills to do these jobs. Then we must bring the jobs and workers together.

The Commission specifically urges that all employers recruit their new workers through the United States Employment Service and that all persons desiring war work register with the United States Employment Service. Unless there is an orderly recruitment of workers, it will be impossible to bring about the fullest utilization of the manpower of this Nation.

Too much emphasis cannot be placed on the fact that if we insure the full and effective utilization of our manpower through voluntary cooperation with the Government, it will be unnecessary to put into effect legal controls which will inevitably limit the freedom of action of workers and employers alike.

This booklet sets forth some of the problems we face. I hope that this statement of these problems will help Americans understand their part in the war for freedom.

Paul V. McNutt, Chairman
War Manpower Commission

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1. THERE ARE ENOUGH OF US.

There is no substitute for human labor. We can supply our all-out war only if all our labor is fully used. We are going to need all we have, in manpower as well as in materials and factories.

Our combined labor and armed forces total approximately 55,000,000 persons, more than 2,000,000 of whom are already in the armed forces.

Of our labor force, about 9,500,000 were doing essential work this spring on the farms, producing food. There were about 3,000,000 unemployed, many of them because of wartime discolations of their former jobs.

In addition, we have great reserves of farm and city housewives, and students under draft age who are able to do a job, but who are not now working for pay. Including the urban women with no children under 16 to care for, there are more than 13,000,000 of these reserve workers. If we provided nurseries to care for the younger children, more than 9,800,000 more women workers would be added. Our potential work force could bring in 70,000,000, possibly even 75,000,000 workers.

Before we decide how we are to use all of this great productive force in the war, we must define a war worker.

All-out war goes all the way back beyond the factories to the mines and the farms and the homes and the offices. For our purposes, the miner, the farmer, the bus-driver, the truck-driver, the locomotive-driver and the power-plant worker, as well as the woman in a powder-mill and the machinist in the tank arsenal, are war workers.

More Expansion In 1943 (subhead)

Certain jobs, such as the airplane factory worker and the ship-builder, turn out the final products which go directly to the battlefronts.

These war industries are being expanded with great rapidity. Between January 1942 and January 1944, the shipbuilding force will be about tripled. Aircraft in 1944 will be employing four times as many as in January 1942. Ordnance will be nearly tripled. War employment by government, mostly in Navy Yards, army arsenals, and air depots, may be increased as much as five-fold.

These direct "war" jobs will be increased more than three-fold, to an aggregate of more than 20,000,000 workers.

And it is anticipated that the armed forces will increase from about 3,000,000 to 7,000,000 -- maybe to 10,000,000.

--if the population mobilizes and trains for war!

The direction of this gigantic effort was given by President Roosevelt, in an executive order issued April 18, 1942, to the Chairman of the new War Manpower Commission.

The Manpower Commission (Subhead)

Paul V. McNutt, Federal Security Administrator, was named Chairman of the Commission, and he was given wide powers to plan and to carry out a total war mobilization of manpower. (The White House announcement noted that this term definitely includes womanpower). The Chairman was directed to act after consultation with the other eight members of the Commission, who represent agencies concerned with various phases of the manpower problem.

The Commission membership, announced by the White House April 27, includes besides Mr. McNutt:

Goldthwaite H. Dorr, War Department.
James V. Forrestal, Navy Department.
Claude R. Wickard, Agriculture Department.
Frances Perkins, Labor Department.
Donald M. Nelson, War Production Board.
Wendell Lund, Labor Production Division, War Production Board.
Lewis B. Hershey, Selective Service System.
Arthur S. Flemming, Civil Service Commission.

On May 5, Fowler V. Harper of Indiana was named Deputy Chairman, and Arthur J. Altmeyer of Wisconsin, Chairman of the Social Security Board, was named Executive Officer. Brigadier-General Frank J. McSherry was appointed Director of Operations. The Commission's offices were established in the New Social Security Building, Fourth Street and Independence Avenue, S.W., Washington, D. C., where its first meeting was held May 6.

Chairman McNutt on May 21 announced the issuance of a series of directives to the governmental agencies involved outlining first steps in a program of voluntary action, accompanied by an urgent request that "all employers recruit their new workers through the U. S. Employment Service, and all persons desiring war work register with U. S. Employment Service."

The First Directives (Subhead)

The initial program:

1. A directive to the United States Employment Service to prepare and maintain a list of those skilled occupations essential to war production in which a national shortage exists. Such occupations will be designated as critical war occupations.

2. A directive to War Production Board to classify war plants and war products in the order of their urgency in the war program.

3. A directive to the United States Employment Service to make preferential referrals or workers to employers engaged in war production in the order of their priority before making referrals to other employers.

4. A directive to the United States Employment Service to proceed immediately to analyze and classify the occupational questionnaires distributed by the Selective Service System, to interview those individuals with skills in critical war occupations, and to refer them to job openings in war production work.

5. A directive to the Selective Service System to instruct all its local boards located in a community served by the United States Employment Service to secure the advice of the local public employment office before classifying or reclassifying an individual skilled in a critical war occupation.

6. A directive to the United States Employment Service to increase its activities and facilities necessary to provide additional agricultural workers.

7. A directive to the Farm Security Administration to increase the number of mobile labor camps in order to make available workers in agriculture to achieve the "Food For Victory" objective.

8. A directive to the Office of Defense Transportation and the Farm Security Administration to assure adequate transportation facilities to move migrant agricultural workers.

The Executive Order (printed in full at the end of this pamphlet) is based on the concept of using all the population in waging total war, and specifies in detail the governmental agencies brought into the Commission and others coordinated under the Commission's direction. The Commission's jurisdiction covers all manpower, in non-essential work as well as in war work, except that the armed forces will continue to prescribe basic policies governing their own requirements.

In general, it may be said that manpower includes the following subjects:

Labor Market
Labor Supply
Labor Training
    In-plant training
    Vocational schools
    National Youth Administration and CCC projects
    College and other defense training courses
Recruitment and Placement
Labor Relations, as they affect these subjects.

Some of the broader problems, present and future, faced by the Commission, are:

Manpower needs training and supply:
    a. Armed Forces
    b. War plants
    c. Essential civilian plants and industries, including service.
    d. Non-essential industries.
    e. Agriculture
Pirating by employers, among all industries.
Utilization of local labor supply.
Training and employment of women.
Nurseries for children of working women.
Training and employment of Negroes.
Training and employment of aliens, handicapped, and other minority groups.

Health and safety of workers.
Housing of workers (and their families).
Transportation of workers to their jobs.
Migration of workers.
Selective Service and draft board policies and actions.
Relationships between U. S. Employment Service and draft boards, nationally and locally.

2. WHAT WE NEED.

Seventeen million workers must be in war industry by the end of 1942, and it is estimated that maximum war production during 1943 may require 20,000,000 or more.

At least 9,000,000 were employed as of April 1, an increase of more than 2,000,000 in three months.

(War employment here includes all manufacturing on war contracts, Lend-Lease and foreign purchases, and a percentage of transportation, public utilities and other industries directly chargeable to the war.)

The labor force also is being drawn upon by the armed forces for probably 2,500,000 men in 1942, in addition to 2,000,000 during 1941.

During all of 1942, it has been estimated, the net additional war requirements of manpower (about 10,000,000 for war industry and about 2,500,000 for the armed forces) will come from the following sources:

1.	Peacetime industries	7,000,000 to 7,900,000
2.	Farms	400,000 to 600,000
3.	Self-employed (professional, etc.)	400,000
4.	Unemployed	1,500,000
5.	Housewives, youth, older workers and others not listed as in the industrial labor market.	2,000,000
	TOTAL	12,400,000

During 1943, at least 3,000,000 additional workers must be drawn into war industry to achieve the production goals set, and, assuming a minimum Army and Navy totalling 7,000,000, more than 2,500,000 additional men will be put into uniform during that year.

Shortages Now Apparent (subhead)

These operations are bringing tremendous shifts in the labor force, some of which have developed into acute shortage of workers.

A serious shortage of key skilled workers has hampered war production nationally for several months, and will continue. Competition for such workers in may areas is intense among employers. Some employers, to keep skilled men in their organizations, employ tool-and-die makers at production jobs, paying them tool and die makers' wages, instead of releasing them to other employers who need them. This "labor hoarding" is a very serious wastage of manpower.

Back in February, the U. S. Employment Service reported that for every skilled tool designer available, 51 were needed.

For every tool-maker available, 25 were needed.

For every ship carpenter available, 7 were needed.

The ratio for marine machinists was 22 to 1; for aircraft riveters, 4 to 1.

These shortages affect the most critical war plants -- especially shipbuilding, aircraft, tanks and ordnance, metal-working and industrial machinery.

In March, there were serious shortages of labor in nearly 100 skilled occupations.

General shortages of male labor for war plants have developed in many places -- some of them only a short distance away from communities with thousands of unemployed. Some of these situations are due to social conditions, some to the military strategy which forced many of the new war plants into the interior.

For instance, there were upwards of 400,000 unemployed in New York City in May, while there were shortages of labor in Connecticut, New Jersey, and up-state New York plants. A principal reason was the prejudice against New York City workers. Another reason was the relatively small amount of war contracts awarded to New York City employers. No other large industrial area faces large-scale unemployment when full war production is reached, however.

Artificial Shortages (subhead)

There are artificial shortages in many industrial communities where employers, spoiled by having had a surplus of workers to choose from for many years, adhere to frigid and unrealistic hiring specifications. Negroes and foreign-born workers are widely discriminated against, even those who are trained and qualified. There are instances of rejection of fully-qualified local job applicants because they were women, or "too old", physically handicapped, or because they did not have some personal or physical characteristic, the lack of which had nothing to do with their ability to work.

Acute housing shortages, which are being intensified by restrictions on automobiles, tires and gasoline, often cause workers to refuse jobs offered to them in over-crowded defense centers. Lack of adequate housing in such areas prevents workers from moving from their homes to war jobs in many instances.

Serious over-all shortages of war industry labor were reported this spring from these major war industry centers:

Portland, Maine; Hartford and Bridgeport, Conn.; Buffalo and Elmira, N. Y.; Harrisburgh and Berwick, Pa.; Baltimore, Md.; Washington, D. C.; Hampton Roads, Va.; Wilmington, N. C.; Charleston, S. C.; Tampa, Fla.; Mobile, Ala.; Pascagoula, Miss.; Rockford-Beloit and Quad Cities, Ill.; La Porte, Ind.; Burlington, Ia.; Ogden, Utah; Seattle-Tacoma, Wash.; Portland, Ore.; Los Angeles, San Diego, and Sacramento, Calif.

In a much longer list of cities, the March reports said that general shortages were anticipated in the near future as the war plants swung into full production this summer and fall; notably in such key cities as Detroit, Akron, Wichita, Milwaukee and Philadelphia.

In terms of the key war industries, prospects may be outlined as follows:

Shipbuilding (subhead)

Before the President increased the 1943 shipbuilding goal from 10,000,000 to 15,000,000 deadweight tons, it was estimated that nearly 1,500,000 men would have to be employed. Because few if any women can be used in this industry, the male labor force will have to be husbanded most carefully. More extensive use of minority labor groups, especially Negroes, is indicated. Racial discrimination is widespread in Northern as well as Southern yards. The Selective Service System has sent a directive to local draft boards emphasizing the importance of maintaining full labor forces in shipyards, but under the Selective Service Act, younger men will continue to be called into the armed forces.

Aircraft (subhead)

Production of 125,000 warplanes in 1943 will require an increasing labor force totalling probably 2,000,000 by January 1944. Such an increase will require upgrading of today's workers and the employment of vast numbers of trainees. All workers experienced in the industry have already been absorbed, and continuance of inter-company pirating of skilled men will only hinder production; a system of negotiated transfers of key workers, and possibly a mobile corps of highly skilled technicians, might help achieve the expansion goals. Most important, however, will be large-scale use of women, who have been proved to be well-suited to the type of work. Consolidated, Glenn Martin and Republic have successfully trained women in considerable numbers. It is anticipated that men may be taken from aircraft jobs eventually to expand production in so-called "all-male" heavy industries, such as tank, iron and steel, and shipbuilding plants.

(In England, women workers make up 30 to 40 per cent of all aircraft employes; in some engine plants, 50 per cent.)

Ordnance (subhead)

This industry has expanded phenomenally, most of it in new plants, and it is anticipated that at least another 1,000,000 workers will be needed during the rest of 1942 and 1943. Many of these plants have been located in rural areas, where surplus farm labor and women were hired in large numbers. The industry includes, in addition to tanks and guns, ammunition, explosives, and shell-loading, and in the last three, mass employment of women has been a major factor.

Transportation (subhead)

Rail, water, and motor transportation will require many additional workers. The rubber shortage and the sinking of tankers are throwing a terrific new burden upon the railroads. Shortages of steel and conversion of railroad equipment plants to production of war materials have delayed expansion of rail facilities.

Construction (subhead)

The halting of all civilian construction is making the country's 1,500,000 or more building trades workers available exclusively for war work; the war program, as expanded since Pearl Harbor, however, is so great that it is anticipated they all will be used, and shortages may develop, particularly in the South and West. In addition, many construction workers are switching into some of the newer war industries.

In addition to the important labor needs of agriculture, which are described later, there are other special industrial or regional problems which present serious problems to the War Manpower Commission.

The Labor Pirate (subhead)

The employer who "pirates" labor by taking workers away from another war plant is fairly frequent, and extremely disastrous to maintenance of steady, scheduled production. Usually this is done through offers of higher pay to skilled workers. A worker who gulps such bait may find less comfortable and more expensive housing and living conditions, and many other disadvantages.

Examples of "pirating" are many. One Minnesota firm drew workers by advertising as far away as Rockford, Ill., which is a labor-shortage war industry city. (In many communities, newspapers have agreed not to accept out-of-town job advertisements unless they have been approved by the U. S. Employment Service). One university took aeronautical engineers out of San Diego plane plants to work as instructors. One Minnesota airplane firm had a representative in San Diego recently recruiting workers from a big plant there. A St. Louis electric firm advertised in the newspapers in Philadelphia, a labor shortage area, that it provided "plenty of overtime" and "high rates" until Employment Service and Army Ordnance officials pointed out that the practice was handicapping war production in both cities. A garment factory producing work clothing for the government complained that an Army Air Depot was pirating its workers; investigation disclosed that the army was working six days a week, providing higher weekly pay, so the garment factory made plans to increase its schedule to retain its workers. In some localities, war plant officials, resentful of the Employment Service's pressure to get them to drop their practices of discrimination against Negroes, resorted to advertising and other "hiring-at-the-gate" and recruiting methods.

Loggers Needed (subhead)

An acute situation developed this spring in the Pacific Northwest through drainage of loggers to shipbuilding and other "direct" war industries, threatening to reduce the production of lumber which was badly needed for Army and Navy orders. The same drain also brought protests from Montana and Idaho officials against the reduction of the working force in the copper and other metal mines, whose products are the most vital raw materials for war plants all over the nation. This migration was due largely to the fact that shipbuilding, aircraft and aluminum industries in the area generally paid higher wages than did the lumber-camps and the metal-mines. In addition, the work in the lumber-camps and mines was much more arduous. Rigid curtailment or shutdown of peacetime manufacturing by the War Production Board to make more workers available was one of the remedies proposed, but it was anticipated that the War Manpower Commission might have to take action to insure an adequate labor supply for basis as well as direct war production.

These are samples of the problems developing from our total war economy -- problems which must be solved through cooperation of workers, employers, government and others concerned, by negotiation of differences and voluntary adjustment to new conditions

A national adjustment of such proportions, in so short a time, was never before attempted. Ours calls for more speed than Hitler's -- and more important, it calls for retention of the form and content of democracy. We are going to do the job because we want to beat the Nazis and the Jap war-lords, not because someone says we must.

3. HOW WE CAN DO THE JOB

War Production will near the "all out" stage next winter.

At that time, we will begin to scrape the bottom of the barrel in available labor, and 1943's expanded production will depend on adding millions of new workers to war's industries.

Whether we can do it depends largely upon the things we do this year to organize and mobilize. Here are some of the things we know we must do constantly from now on:

1. Utilize all local sources of labor, relaxing frivolous hiring requirements based on prejudice which now bar qualified Negroes, women, older workers, and persons of foreign birth or foreign-sounding names from jobs.

2. Train and employ women immediately in the service trades and in labor-shortage areas, to take the places of men called to war.

3. Upgrade workers into supervisors and foremen to organize the greater production effort of the next few months.

4. Employ youth, women and white-collar workers in the farm labor scarcity areas to help in this summer's harvest.

5. Discourage pirating of labor among war contractors who thereby hinder each other's production, and thereby the whole of war production.

Democratic Action (subhead)

The above points are jobs of organizing and cooperating, among employers, labor unions and government agencies. They can and should be done by democratic and voluntary means, using the tools of negotiations, committees and compromise of conflicting interests and views.

The government will put first things first, and conduct its services for employers, centering around the U. S. Employment Service, to give the plants most important to war production the first call on the available workers.

A detailed survey of potential and unused skills among workers is now under way, using the occupational information collected by the Selective Service questionnaires filled out by all men between 35 and 44 years of age, following their registration February 16. Similar questionnaires are being sent to the 45-64 group which registered this spring, and later will be sent to all those registrants who are not in the armed forces.

The local draft boards are turning the occupational reports on all registrants over to the U. S. Employment Service, which will use the information in aiding the war industries and other "priority" employers to obtain skilled workmen as they are needed.

Later on, steps may be taken to aid workers to shift to the places where they are most needed. One possible step is the creation of a mobile labor corps of volunteers, to be used to meet the most critical shortages of manpower.

What the Worker Can Do (subhead)

Right now, however, there are things the individual worker can do to aid in orderly manpower mobilization, such as the following:

1. Stay on his war job until the government advises him he is more needed in another war job (through the U. S. Employment Service), or that his services are needed by the armed forces (through the draft board).

2. Look for a war industry job to which he is fitted, if he is now in a peacetime job. But he should not migrate around the country looking for war work on the basis of incomplete information. He should check with the U. S. Employment Service to find out where the present and future jobs are opening, and what kind of workers are needed, before going into a war area which probably will have inadequate housing and transportation and difficult working conditions.

3. Whether employed now or not, a worker should explore the possibility of obtaining training for an essential war job, preferably in or near his own community.

4. College and advanced high school students should stay in school and seek to prepare themselves for technical work, either through the regular courses or in the short courses set up in the technical colleges and universities for war workers.

The peak of what was called "priority unemployment" (loss of jobs through curtailment of peacetime industries or shortage of critical materials) passed in February, but the war industry employment problem this spring and summer is still largely one of arranging transfers. The difficulties in this phase are many and immediate. They include the bad housing and transportation conditions arising from too rapid a concentration of workers in a new plant; lack of school facilities for children, and other social dislocations; disruption of normal labor-management relationships; loss of workers' seniority and other rights. Efforts are under way to meet and solve these problems on an organized basis.

Training of Workers (subhead)

The training problem becomes increasingly more important, and the training facilities are being expanded further. Most war plant employers are swinging to the view that in-plant training (after workers are employed) is the quickest and most effective as far as production or semi-skilled workers are concerned. In-plant training also provides facilities for up-grading workers into supervisors and "lead men", who are trained to "explode" jobs into single operations and direct new workers in performing each of these operations. Through up-grading also a good machinist may be converted into a tool-maker; a machine-operator may learn to operate a lathe, and another a milling-machine.

Facilities of 2,400 vocational schools, 10,000 school shops, and 200 technical colleges and universities, are also being used in various phases of training, either as a preliminary to industrial employment or as a supplementary course for workers also employed.

Federal appropriations, starting in June 1940 after the fall of France, have expanded the facilities for vocational training to an unprecedented high, and have carried on training courses for perhaps 5,000,000 war industry workers now on the job.

Some 3,750,000 persons, in the less than two years ending April 1, 1942 have been trained or were receiving training in courses conducted outside of industry through vocational and trade schools and engineering colleges. As of April 1, two-thirds of a million persons were enrolled in these training courses. Vocational school enrollees in courses preparatory for employment totalled 176,809; there were 173,397 employed workers taking supplementary courses, many of them at night, to fit them more adequately for war production. In the engineering, scientific and management courses given by colleges and universities there were 135,739. The National Youth Administration had 120,000 youth on projects combining mechanical training with work experience which would fit them for war employment, and there were 62,550 rural youth enrolled in special training courses set up through the U. S. Office of Education.

Training on the Job (subhead)

In-plant training systems have been installed and aided by the Training-Within-Industry Branch, now a part of the Federal Security Agency, in more than 3,195 war contracting firms employing more than 3,300,000.

By application of in-plant training techniques, 76,000 "lead men," foremen and supervisors have been trained to pass on their "know-how" to new workers in 2,400 war plants with a total employment of 3,127,000 persons. This job-instructor program reaches supervisory personnel at the rate of 8,000 a week, and is spreading rapidly to new plants. It is estimated that each of these new supervisors will train at least ten workers in the plant, right on the job and during the process of production.

In the other manpower problems, as well as in training, the government has done much to promote fullest utilization of resources. Yet the success of all of these programs depends largely upon the patriotic support and the full cooperation of the workers, individually and in their labor unions, and of the employers and managers of industry.

The best way to obtain such cooperation is to bring home to all concerned what the war needs of them. Compulsion is unnecessary except for a few of the wilfully blind and the ignorant who refuse to learn.

There are many barriers to be overcome, but most of them will yield if those concerned understand the urgency of our mounting needs for all who can do a job. Some of the problems are national; some of them can be conquered within a community.

Aliens and Older Workers Will Be Needed (subhead)

For example, the full use in war production of aliens, a large source of labor supply, has been limited by misunderstood restriction in war contracts. Actually, aliens can work on war contract jobs of any kind, although in the case of certain secret or restricted contracts, it is required that special permission be obtained from the Army or Navy. A Special Minority Groups Service, now a part of the Manpower Commission, will aid employers in obtaining such permission. States and localities can cooperate by helping to provide birth certificates and proof of citizenship for workers with foreign names whose employment in a war factory may be questioned.

As to Negroes and other minority groups, President Roosevelt by executive order issued in June 1941, reaffirmed the government's policy against discrimination in training or employment because of race, color, or national origin. A Committee on Fair Employment Practice, now a part of the War Manpower Commission, was set up to receive complaints and investigate charges of discrimination, and to act to correct such practices.

President Roosevelt has urged industry to hire older workers "past forty", especially veterans of the last World War, because "they had something to give in youth and valor then; they have something to give in experience and skill today." The President said it was not on the basis of patriotism alone that these workers should be put to work, because "Work experience, stability, and responsibility are assets we cannot afford to waste in this crisis." He directed training agencies to intensify their activities for older workers in order to utilize our full manpower.

Encouragement of the employment of handicapped workers is being undertaken by several agencies under the coordination of the Federal Security Agency.

Serious problems have been encountered in obtaining adequate housing and transportation in some of the congested industry centers, calling for combined Federal and local efforts to meet the needs of new and enlarged plants. Buses and street-cars must be re-routed, and their services expanded. New equipment must be provided.

Housing is critical in many places. Local restrictions and zoning laws may have to be waived; eventually some war industry communities may have to adopt a billeting system such as the British have, requiring the lodging of at least one person in each bedroom in all available houses.

After all sources of local labor supply, including women, are exhausted, many defense plants will have to import workers from long distances. This will constitute a tremendous enterprise in many instances, requiring drastic rearrangement of social, health, housing, and other aspects of the community's life.

In the whole effort, the primary consideration for the individual concerned as well as for the government, is that everyone be in the job in which he is most USEFUL.

During peacetime, most jobs are sought and obtained on money considerations. The better a job pays, the better it is.

In this war, fair pay is necessary and a major consideration; but the utmost usefulness of each worker should be his first concern.

The "Production Soldier" is just as important as the man with a machine-gun and until the Production Soldier makes and delivers the gun, the machine-gunner is helpless before a well-armed and savage enemy!

4. WHERE WOMEN FIT IN.

A million and a half women were working on war industry jobs this spring.

Two million more will be hired during 1942.

At least 2,000,000 more will be employed next year.

This nation has a back-log of 13,000,000 women in the homes without children under 16 to draw from for war industries and essential service trades, and another 4,000,000 woman in rural areas available for farm work. Millions of them will be employed as the industries expand in the next year and a half and the men go off to war.

The 13,000,000 reserves -- housewives and other homewomen from 14 to 65, including 700,000 women students -- are in addition to 12,800,000 women employed in industry, agriculture, trades and services in early 1942. One out of every four workers gainfully employed in civilian jobs in this country is a woman.

One of the War Manpower Commission's biggest jobs -- ultimately its greatest in size -- is to plan and execute the training and employment of the millions of women who will be needed.

The President and the Commission have postponed any nation-wide registration or mobilization of women until general shortages become apparent. But already in some war industry communities, women are being employed in large numbers. Fore-sighted employers, particularly in airplane plants, are setting up training and other facilities in anticipation of the time when their working forces will be mostly women.

Women Can Replace Soldiers (Subhead)

In some rural communities, where shortages have developed, women are being recruited by the U. S. Department of Agriculture and the Employment Service to help on this year's harvest, to replace the young men who have gone to Australia and the Seven Seas to fight Hitler and the Japs.

Women form the largest part of "local labor" which war plant employers must employ if disastrous migration, crowded housing, and pirating of workers is to be avoided.

Most employers and many labor unions in peace-time, and some of both groups even to now, oppose the employment of women, largely on the excuses of additional expense, lack of strength in the female worker, breaking up of homes, and just plain prejudice against the idea of women working outside of the home.

The oncoming need of manpower has already exploded most of this opposition. English experience, as well as our own, both in the World War and in peacetime, has proved they can do the job.

What can women do? The answer is, they can do almost anything. Britain is using large numbers of them in tank arsenals, which is very heavy work.

Here, however, it is anticipated that tanks and ships will be built mostly by men, and the large employment of women will be in airplane, ammunition, small arms manufacture, electrical goods, parachute making, precision instruments and similar war industries.

Even larger numbers, it is believed, will be needed in the so-called essential services -- ranging all the way from street-car conductors and store-clerks to hospital workers and truck-drivers -- and on farms, to replace the men who go to war and to war industries.

Some Housewives Will Be Used (Subhead)

The reserve of unemployed, estimated at 3,000,000 in April, and the even larger number of employes in civilian plants cut down by material shortages and elimination of non-essential production, will defer the large-scale induction of women probably until late in 1942.

Of course, not all the 13,000,000 housewives and girls will be available, or needed, for war and other essential jobs.

When the armed services and the war industries have absorbed the available men, the employment of women will proceed very rapidly, however, and the new workers will be drawn largely from these sources:

About 1,300,000 women registered with the U. S. Employment Service as looking for work.

At least 13,000,000 housewives of working age without children under 16.

In addition there are about 9,800,000 more housewives with one or more children under 16, many of whom could work if the need were great enough and if nursery schools could help care for their children.

The experience of plants hiring large numbers of women shows they excel in occupations requiring patience, care and constant alertness, keen eyesight, and, perhaps most important, finger and hand dexterity. Many women have the ability to work to precise tolerances.

Women To Be Trained (subhead)

Women are now used extensively on such manipulative jobs as the operation of drill presses; all types of light sub-assembly and final assembly requiring the use of hand tools; electrical work including wiring and assembling parts, winding coils and armatures, soldering and taping.

In some occupations, such as the operation of light-duty hand and automatic screw machines, light turret lathes, sheet-metal forming and riveting, acetyle and torch welding and electric arc welding, the U. S. Women's Bureau believes they could be readily and successfully used. Defense Vocational training courses would have to be opened to qualify women for these jobs in large numbers.

A survey of occupations in 21 key war industries, recently made by the Occupational Analysis Section of the U. S. Employment Service, indicated women can do 80 per cent of the jobs. The industries surveyed were: manufacture of aircraft and parts, air transportation and service, aluminum products, munitions manufacture, automobile, motorcycle, truck and tank manufacture, and equipment, communications, electrical machiners, firearms, industrial chemicals, iron and steel and their products, machine tools, machine models and patterns, foundries, professional and scientific instruments, railroad equipment, shipbuilding and repairing, utilities and petroleum production and refining.

Even in the ship and boat building industry, it was found women could be satisfactorily used as boilermakers' helpers, draftsmen, machinists' helpers, blueprint machine operators, and flash welders. It was also found that women could be satisfactorily employed in foundry work as casting cleaners, finishers, and polishers, as machine core makers and facing mixers.

As to the limitation of women in the industrial fields, the Women's Bureau reports:

Women average in general about one-half the average man's lifting strength and about two-thirds of the average man's pulling strength.

They are more susceptible to dermatitis and certain other health hazards in the presence of specific chemicals.

They usually lack the basic mechanical knowledge and familiarity in the handling of tools and in working with metals and wood. This deficiency can be corrected by proper training and adequate experience.

Some of these limitations can be overcome by special health measures, by lifting machinery, and adjustment of tools and machines. Roller conveyors, pedestal lifts, lower work benches and new kinds of mechanical aids can be installed.

The objection that women have often been hired at lower wages to break down pay standards has been met in England and in most instances during the war in this country by specifying equal pay for comparable work.

The first large influx of women into war industry will occur in such areas as Baltimore, Wichita, Detroit, Seattle, San Diego, Buffalo, and the industrial districts of Connecticut, in all of which expanding airplane plants are now absorbing the available men very rapidly.

In Baltimore, the Employment Service is actively recruiting local women for airplane work, using the dual argument of the nation's need and good pay.

In Detroit, the converted automobile industry in a few months will require at least 200,000 more workers than the pre-Pearl Harbor peak employment, and women are the only alternative to disastrous in-migration to an already crowded city -- assuming that workers could be found elsewhere to be brought in.

In Seattle-Tacoma area, women will be needed in large numbers to replace male workers who are going into the armed services.

In Southern California, it is reported that one plane company is anticipating that two-thirds of its labor force eventually will be women.

5. FARMERS FIGHT

Food will have a great deal to do with winning the war, and even more with winning a decent peace.

For the farms of the United States increasingly are feeding the United Peoples and their fighting forces, and a tremendous demand has come from our allies for "food to win the war," -- rich, concentrated, transportable foods to keep the spark of freedom alive.

"In the day of victory when the nations sit down at the peace table," says Secretary of Agriculture, Claude Wickard, "our food stockpiles, ready to be drawn on by the famished people of the Old World, will give great force to our views. For they will show once and for all that democracy builds for the needs of the common men."

"In the farm fields, as in the war factories, the 1942 goals have been upped to the largest figures in the nation's history.

Manpower to reap the greatest harvests in history, to glean vitamins for victory, has been called for, and the drain for the armed services and of the war factories has created a demand in many rural areas for greater mobilization of women and high school and college students for this new and patriotic task.

In some communities there will be repeated this year the scenes of World War I days, when hundreds of communities in the Middle West closed down their stores and sent the "city folks" into the fields to harvest the ripened grain.

Women and Youth Recruited (subhead)

The U. S. Employment Service, the Department of Agriculture and its county War Boards, and the U. S. Office of Education through the schools, have been cooperating to plan recruitment, transportation, housing and other facilities for youth, women and other volunteers who will be needed in many rural sections which have been depleted of their "I-A" farm-hands.

The harvest this year will require at least 12,000,000 workers at the peak, of whom about 3,500,000 will be "hired hands." Last year's harvest brought many complaints of shortage from local areas, although it was completed without any loss which could be ascribed to lack of manpower. But this year more of the young men have gone, and the job is larger.

The war production goals in farming may indicate the size of the job. They call for the same amount of rye, hay and feed grains, and less wheat, because we have enough now. But the demand for the concentrated foods, rich in vitamins and minerals, has skyrocketed.

We and our allies want 9,200,000,000 pounds more milk, 430,000,000 dozen more eggs, 10,000,000 more head of hogs, and nearly 3,000,000 more acres of peanuts. Peanuts are needed to replace the oil we used to get from Japan.

In percentage, we want 13 per cent more eggs than in 1941, 14 per cent more hogs, 7 per cent more milk, 8 per cent more corn, 6 per cent more rice, 13 per cent more dry beans, 73 per cent more dry field peas, 32 per cent more canning peas, 18 per cent more canning tomatoes, 54 per cent more soybeans, and 155 per cent more peanuts.

Pigs Around the World (subhead)

If you like fabulous comparisons, we want enough hogs to make a solid procession, two abreast, snout to tail, all around the world at the equator. We want so many eggs that if this year's crop were broken, one a second, it would take 1,600 years to break them all.

America's great reservoir of manpower is enough to meet the demands of its people for farm production, despite the hiring of farm boys by war industries, despite the drafting of many of the best and strongest if the situation is faced squarely.

Farm employers must drop their prejudices against employing city folk, women, youth from the high schools and colleges. In many localities they must drop their prejudices against employing Negroes. In many places they must raise wages which are sub-standard as compared with the wages paid by industry.

Young people will be called upon extensively, and in 1943 they will be asked for even more help on the farm. This spring U. S. Commissioner of Education John W. Studebaker said in letters to all city school superintendents:

"There are many boys 16 years of age and over in your senior high schools who are ineligible for employment in other war industries due to age or other factors and who could secure valuable work experience and who would profit by spending a summer on a good farm.

"State supervisors and teachers of vocational agriculture, together with local chapters of the Future Farmers of America, are working on a program whereby summer employment on farms in nearby areas can be offered to a large number of urban youth. Will you, therefore, after consultation with your nearest office of the U. S. Employment Service, canvass the situation in each of the senior high schools of your city and determine the number of boys who would be interested and willing to cooperate in this patriotic movement to assist the farmers, if need is established, in producing and harvesting the crops that will be needed to feed the United Nations?"

Mobile Labor Camps (subhead)

The U. S. Employment Service has expanded its facilities for providing farmers with adequate help. Each of its 1500 full-term offices, scattered over the nation, is being staffed with a farm labor specialist.

The Farm Security Administration of the Department of Agriculture has set up mobile labor camps in the Far West and South, to meet local needs for harvest hands. This spring more of these are being established along the Atlantic Seaboard to meet the needs for food and produce, and each of these camps will be staffed by a farm labor placement expert who will aid in placing the available labor at the point where it is needed.

The Federal government, and the state and local officials concerned, have recognized this as a vital part of war, and have met crises as they arose. Typical of such crises is the experience of Oregon during the last hop, prune, and string bean harvest in the Willamette area. A local bumper crop clamored for harvest at a time when the local labor supply appeared to be inadequate. Community cooperation, with the Employment Service playing an important role, was the answer. Schools delayed their opening, men on a five-day week were urged by the Governor to go to the farms on their days off, stores closed down to add the strength of their employes to the agricultural army, and the Employment Office directed the flow of manpower to the farms.

In Connecticut, war industries had drawn from the rural sections those who in earlier years had been available for farm work. The cooperation of the State Board of Education was enlisted to carry on recruiting in the junior high schools, high schools and colleges, for farm work. Married and single women interested in farm work were asked to cooperate. Aliens, who were prevented from taking part in other fields of war production, proved to be an important source of workers.

In many communities, the "Junior Victory Armies," the "Volunteer Land Corps," and other similar groups will be useful and needed this summer. In 1943's harvest the need for such auxiliary help may be desperate. It will be necessary for the schools, the colleges, the local defense councils and farm organizations, to tell again and again to patriotic women and young people this story -- that the farms are vital to a victorious war.

We must win, and we need all the agricultural production that is available.

THE PRESIDENT'S WAR MANPOWER COMMISSION ORDER

EXECUTIVE ORDER

ESTABLISHING THE WAR MANPOWER COMMISSION IN THE EXECUTIVE OFFICE OF THE PRESIDENT AND TRANSFERRING AND COORDINATING CERTAIN FUNCTIONS TO FACILITATE THE MOBILIZATION AND UTILIZATION OF MANPOWER

(complete text)

By virtue of the authority vested in me by the Constitution and the Statutes, including the First War Powers Act, 1941, as President of the United States and Commander in Chief of the Army and Navy, and for the purpose of assuring the most effective mobilization and utilization of the national manpower, it is hereby ordered:

1. There is established within the Office for Emergency Management of the Executive Office of the President a War Manpower Commission, hereinafter referred to as the Commission. The Commission shall consist of the Federal Security Administrator as Chairman, and a representative of each of the following Departments and agencies: The Department of War, the Department of the Navy, the Department of Agriculture, the Department of Labor, the War Production Board, the Labor Production Division of the War Production Board, the Selective Service System, and the United States Civil Service Commission.

2. The Chairman, after consultation with the members of the Commission shall:

a. Formulate plans and programs and establish basic national policies to assure the most effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war; and issue such policy and operating directives as may be necessary thereto.

b. Estimate the requirements of manpower for industry; review all other estimates of needs for military, agricultural, and civilian manpower; and direct the several departments and agencies of the Government as to the proper allocation of available manpower.

c. Determine basic policies for, and take such other steps as are necessary to coordinate, the collection and compilation of labor market data by Federal departments and agencies.

d. Establish policies and prescribe regulations governing all Federal programs relating to the recruitment, vocational training, and placement of workers to meet the needs of industry and agriculture.

e. Prescribe basic policies governing the filling of the Federal Government's requirements for manpower, excluding those of the military and naval forces, and issue such operating directives as may be necessary thereto.

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f. Formulate legislative programs designed to facilitate the most effective mobilization and utilization of the manpower of the country; and, with the approval of the President, recommend such legislation as may be necessary for this purpose.

3. The following agencies shall conform to such policies, directives, regulations, and standards as the Chairman may prescribe in the execution of the powers vested in him by this Order, and shall be subject to such other coordination by the Chairman as may be necessary to enable the Chairman to discharge the responsibilities placed upon him:

a. The Selective Service System with respect to the use and classification of manpower needed for critical industrial, agricultural and governmental employment.

b. The Federal Security Agency with respect to employment service and defense training functions.

c. The Work Projects Administration with respect to placement and training functions.

d. The United States Civil Service Commission with respect to functions relating to the filling of positions in the Government service.

e. The Railroad Retirement Board with respect to employment service activities.

f. The Bureau of Labor Statistics of the Department of Labor.

g. The Labor Production Division of the War Production Board.

h. The Civilian Conservation Corps.

i. The Department of Agriculture with respect to farm labor statistics, farm labor camp programs and other labor market activities.

j. The Office of Defense Transportation with respect to labor supply and requirement activities.

Similarly, all other Federal Departments and agencies which perform functions relating to the recruitment or utilization of manpower shall, in discharging such functions, conform to such policies, directives, regulations, and standards as the Chairman may prescribe in the execution of the powers vested in him by this Order; and shall be subject to such other coordination by the Chairman as may be necessary to enable the Chairman to discharge the responsibilities placed upon him.

4. The following agencies and functions are transferred to the War Manpower Commission:

a. The labor supply functions of the Labor Division of the War Production Board.

b. The National Roster of Scientific and Specialized Personnel of the United States Civil Service Commission and its functions.

c. The Office of Procurement and Assignment in the Office of Defense Health and Welfare Services in the Office for Emergency Management and its functions.

5. The following agencies and functions are transferred to the Office of the Administrator of the Federal Security Agency, and shall be administered under the direction and supervision of such officer or employee as the Federal Security Administrator shall designate:

a. The Apprenticeship Section of the Division of Labor Standards of the Department of Labor and its functions.

b. The training functions of the Labor Division of the War Production Board.

6. The National Roster of Scientific and Specialized Personnel transferred to the War Manpower Commission and the Apprenticeship Section transferred to the Federal Security Agency shall be preserved as organizational entities within the War Manpower Commission and the Federal Security Agency respectively.

7. The functions of the head of any department or agency relating to the administration of any agency or function transferred from his department or agency by this Order are transferred to, and shall be exercised by, the head of the department or agency to which such transferred agency or function is transferred by this Order.

8. All records and property (including office equipment) of the several agencies and all records and property used primarily in the administration of any functions transferred or consolidated by this Order, and all personnel used in the administration of such agencies and functions (including officers whose chief duties relate to such administration) are transferred to the respective agencies concerned, for use in the administration of the agencies and functions transferred or consolidated by this Order; provided, that any personnel transferred to any agency by this Order, found by the head of such agency to be in excess of the personnel necessary for the administration of the functions transferred to his agency, shall be retransferred under existing procedure to other positions in the Government service or separated from the service. So much of the unexpended balances of appropriations, allocations, or other funds available for the use of any agency in the exercise of any function transferred or consolidated by this Order or for the use of the head of any agency in the exercise of any function so transferred or consolidated, as the Director of the Bureau of the Budget with the approval of the President shall determine, shall be transferred to the agency concerned, for use in connection with the exercise of functions so transferred or consolidated. In determining the amount to be transferred, the Director of the Bureau of the Budget may include an amount to provide for the liquidation of obligations incurred against such appropriations, allocations, or other funds prior to the transfer or consolidation.

9. Within the limits of such funds as may be made available for that purpose, the Chairman may appoint such personnel and make provision for such supplies, facilities, and services as may be necessary to carry out the provisions of this Order. The Chairman may appoint an executive officer of the Commission and may exercise and perform the powers, authorities, and duties set forth in this Order through such officials or agencies and in such manner as he may determine.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE,

April 18, 1942.

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April 1942

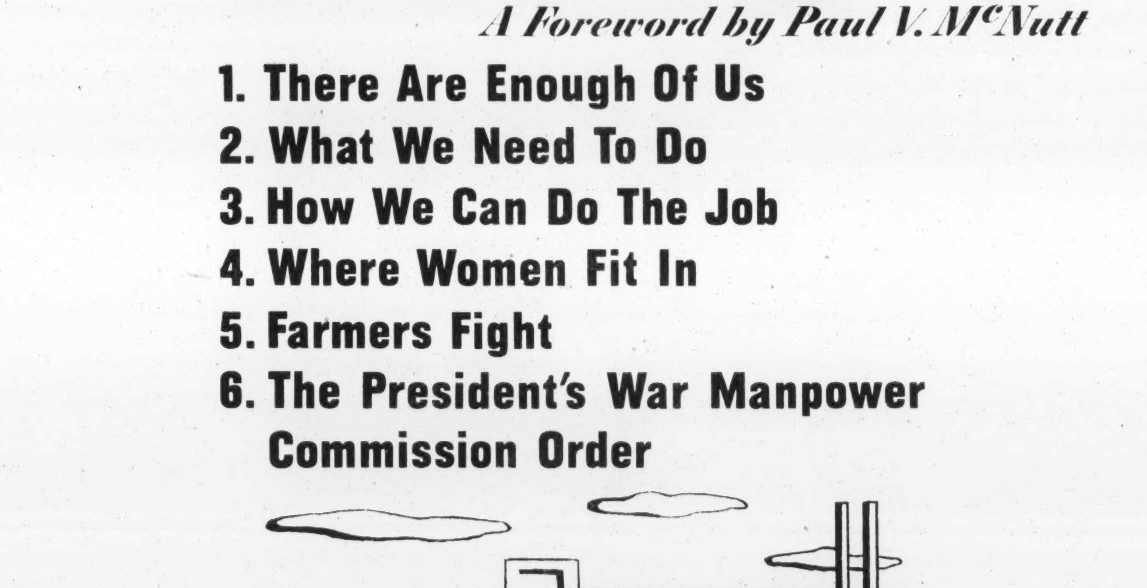
~~Miss Anderson~~
Benham
-or-
~~[illegible]~~

WORK WILL WIN
The story of
MANPOWER

"WE'RE ALL IN THIS WAR"

A Foreword by Paul V. McNutt

1. There Are Enough Of Us
2. What We Need To Do
3. How We Can Do The Job
4. Where Women Fit In
5. Farmers Fight
6. The President's War Manpower Commission Order



"WE'RE ALL IN THIS WAR."

Every American has a part in this total war.

What each one wants to know is where and when and how he or she can serve the best.

One out of every three men between the ages of 20 and 65 is fighting in the armed forces or is in denim producing weapons and supplies and transporting them to the United Nations' battlefronts. By Christmas, one out of every two will be "in the war."

Women, too, are in war plants and the armed forces. They are welders, inspectors, machine operators, nurses, Red Cross workers at home or at overseas stations, and members of the WAAC, relieving men for combat duties. One and one-half million women are now working in war industry. Two million more will enter the ranks of war production before the close of this year.

We are bending our energies to give American fighting forces the best planes and tanks and guns and ships that can be produced. Moreover, we are producing equipment and food for all the United Nations.

This means farmers, housewives, miners, machinists, welders, railroad men -- workers in all trades and walks of life -- must be mobilized.

How are we going to do this?

This is the problem which faces the War Manpower Commission.

The Commission starts its task with its major objectives well defined. We know that military and industrial needs for manpower must be viewed as one interlocking problem. It would be foolish, for example, to send into the armed forces skilled craftsmen who are indispensable in the production of needed war equipment.

We know that if we match men and jobs properly the output of our production lines will be increased manyfold. A misplaced worker represents waste of time and energy.

A worker who moves from job to job represents waste -- waste of his own time, waste of the time taken to break in a replacement.

We know that if a man at a desk, behind a counter, or on a farm, can run a lathe, or if he is a toolmaker or a diecutter, it is a waste of a needed skill. He belongs in a war production plant.

It is just as patriotic to produce the sinews of war as to be engaged in the fighting forces. And, it is equally patriotic for American citizens to remain on the farms and in the mines if that is where their best services can be performed. Not only must we arm our fighting forces, we must feed them and our civil population as well. We must also feed our allies. There must be recruitment of men and women sufficient to plant and harvest bumper crops.

Millions of Americans are willing and anxious to do these wartime jobs. But the leisurely and undirected processes of normal years will not do.

In the space of a single Hawaiian sunrise the every-day pattern of American life was transformed.

The War Manpower Commission, with its directive for assuring "the most effective mobilization and utilization of the national manpower," is a product of that attack.

We propose to find out what jobs urgently need to be done. We propose to find the men and women with skills to do these jobs. Then we must bring the jobs and workers together.

The Commission specifically urges that all employers recruit their new workers through the United States Employment Service and that all persons desiring war work register with the United States Employment Service. Unless there is an orderly recruitment of workers, it will be impossible to bring about the fullest utilization of the manpower of this Nation.

Too much emphasis cannot be placed on the fact that if we insure the full and effective utilization of our manpower through voluntary cooperation with the Government, it will be unnecessary to put into effect legal controls which will inevitably limit the freedom of action of workers and employers alike.

This booklet sets forth some of the problems we face. I hope that this statement of these problems will help Americans understand their part in the war for freedom.

Paul V. McNutt, Chairman
War Manpower Commission

1. THERE ARE ENOUGH OF US.

There is no substitute for human labor. We can supply our all-out war only if all our labor is fully used. We are going to need all we have, in manpower as well as in materials and factories.

Our combined labor and armed forces total approximately 55,000,000 persons, more than 2,000,000 of whom are already in the armed forces.

Of our labor force, about 9,500,000 were doing essential work this spring on the farms, producing food. There were about 3,000,000 unemployed, many of them because of wartime discolations of their former jobs.

In addition, we have great reserves of farm and city housewives, and students under draft age who are able to do a job, but who are not now working for pay. Including the urban women with no children under 16 to care for, there are more than 13,000,000 of these reserve workers. If we provided nurseries to care for the younger children, more than 9,800,000 more women workers would be added. Our potential work force could bring in 70,000,000, possibly even 75,000,000 workers.

Before we decide how we are to use all of this great productive force in the war, we must define a war worker.

All-out war goes all the way back beyond the factories to the mines and the farms and the homes and the offices. For our purposes, the miner, the farmer, the bus-driver, the truck-driver, the locomotive-driver and the power-plant worker, as well as the woman in a powder-mill and the machinist in the tank arsenal, are war workers.

More Expansion In 1943 (subhead)

Certain jobs, such as the airplane factory worker and the ship-builder, turn out the final products which go directly to the battlefronts.

These war industries are being expanded with great rapidity. Between January 1942 and January 1944, the shipbuilding force will be about tripled. Aircraft in 1944 will be employing four times as many as in January 1942. Ordnance will be nearly tripled. War employment by government, mostly in Navy Yards, army arsenals, and air depots, may be increased as much as five-fold.

These direct "war" jobs will be increased more than three-fold, to an aggregate of more than 20,000,000 workers.

And it is anticipated that the armed forces will increase from about 3,000,000 to 7,000,000 -- maybe to 10,000,000.

--if the population mobilizes and trains for war!

The direction of this gigantic effort was given by President Roosevelt, in an executive order issued April 18, 1942, to the Chairman of the new War Manpower Commission.

The Manpower Commission (Subhead)

Paul V. McNutt, Federal Security Administrator, was named Chairman of the Commission, and he was given wide powers to plan and to carry out a total war mobilization of manpower. (The White House announcement noted that this term definitely includes womanpower). The Chairman was directed to act after consultation with the other eight members of the Commission, who represent agencies concerned with various phases of the manpower problem.

The Commission membership, announced by the White House April 27, includes besides Mr. McNutt:

Goldthwaite H. Dorr, War Department.
James V. Forrestal, Navy Department.
Claude R. Wickard, Agriculture Department.
Frances Perkins, Labor Department.
Donald M. Nelson, War Production Board.
Wendell Lund, Labor Production Division, War Production Board.
Lewis B. Hershey, Selective Service System.
Arthur S. Flemming, Civil Service Commission.

On May 5, Fowler V. Harper of Indiana was named Deputy Chairman, and Arthur J. Altmeyer of Wisconsin, Chairman of the Social Security Board, was named Executive Officer. Brigadier-General Frank J. McSherry was appointed Director of Operations. The Commission's offices were established in the New Social Security Building, Fourth Street and Independence Avenue, S.W., Washington, D. C., where its first meeting was held May 6.

Chairman McNutt on May 21 announced the issuance of a series of directives to the governmental agencies involved outlining first steps in a program of voluntary action, accompanied by an urgent request that "all employers recruit their new workers through the U. S. Employment Service, and all persons desiring war work register with U. S. Employment Service."

The First Directives (Subhead)

The initial program:

1. A directive to the United States Employment Service to prepare and maintain a list of those skilled occupations essential to war production in which a national shortage exists. Such occupations will be designated as critical war occupations.

2. A directive to War Production Board to classify war plants and war products in the order of their urgency in the war program.

3. A directive to the United States Employment Service to make preferential referrals or workers to employers engaged in war production in the order of their priority before making referrals to other employers.

4. A directive to the United States Employment Service to proceed immediately to analyze and classify the occupational questionnaires distributed by the Selective Service System, to interview those individuals with skills in critical war occupations, and to refer them to job openings in war production work.

5. A directive to the Selective Service System to instruct all its local boards located in a community served by the United States Employment Service to secure the advice of the local public employment office before classifying or reclassifying an individual skilled in a critical war occupation.

6. A directive to the United States Employment Service to increase its activities and facilities necessary to provide additional agricultural workers.

7. A directive to the Farm Security Administration to increase the number of mobile labor camps in order to make available workers in agriculture to achieve the "Food For Victory" objective.

8. A directive to the Office of Defense Transportation and the Farm Security Administration to assure adequate transportation facilities to move migrant agricultural workers.

The Executive Order (printed in full at the end of this pamphlet) is based on the concept of using all the population in waging total war, and specifies in detail the governmental agencies brought into the Commission and others coordinated under the Commission's direction. The Commission's jurisdiction covers all manpower, in non-essential work as well as in war work, except that the armed forces will continue to prescribe basic policies governing their own requirements.

In general, it may be said that manpower includes the following subjects:

Labor Market
Labor Supply
Labor Training
    In-plant training
    Vocational schools
    National Youth Administration and CCC projects
    College and other defense training courses
Recruitment and Placement
Labor Relations, as they affect these subjects.

Some of the broader problems, present and future, faced by the Commission, are:

Manpower needs training and supply:
    a. Armed Forces
    b. War plants
    c. Essential civilian plants and industries, including service.
    d. Non-essential industries.
    e. Agriculture
Pirating by employers, among all industries.
Utilization of local labor supply.
Training and employment of women.
Nurseries for children of working women.
Training and employment of Negroes.
Training and employment of aliens, handicapped, and other minority groups.

Health and safety of workers.
Housing of workers (and their families).
Transportation of workers to their jobs.
Migration of workers.
Selective Service and draft board policies and actions.
Relationships between U. S. Employment Service and draft boards, nationally and locally.

2. WHAT WE NEED.

Seventeen million workers must be in war industry by the end of 1942, and it is estimated that maximum war production during 1943 may require 20,000,000 or more.

At least 9,000,000 were employed as of April 1, an increase of more than 2,000,000 in three months.

(War employment here includes all manufacturing on war contracts, Lend-Lease and foreign purchases, and a percentage of transportation, public utilities and other industries directly chargeable to the war.)

The labor force also is being drawn upon by the armed forces for probably 2,500,000 men in 1942, in addition to 2,000,000 during 1941.

During all of 1942, it has been estimated, the net additional war requirements of manpower (about 10,000,000 for war industry and about 2,500,000 for the armed forces) will come from the following sources:

1.	Peacetime industries	7,000,000 to 7,900,000
2.	Farms	400,000 to 600,000
3.	Self-employed (professional, etc.)	400,000
4.	Unemployed	1,500,000
5.	Housewives, youth, older workers and others not listed as in the industrial labor market.	2,000,000
	TOTAL	12,400,000

During 1943, at least 3,000,000 additional workers must be drawn into war industry to achieve the production goals set, and, assuming a minimum Army and Navy totalling 7,000,000, more than 2,500,000 additional men will be put into uniform during that year.

Shortages Now Apparent (subhead)

These operations are bringing tremendous shifts in the labor force, some of which have developed into acute shortage of workers.

A serious shortage of key skilled workers has hampered war production nationally for several months, and will continue. Competition for such workers in may areas is intense among employers. Some employers, to keep skilled men in their organizations, employ tool-and-die makers at production jobs, paying them tool and die makers' wages, instead of releasing them to other employers who need them. This "labor hoarding" is a very serious wastage of manpower.

Back in February, the U. S. Employment Service reported that for every skilled tool designer available, 51 were needed.

For every tool-maker available, 25 were needed.

For every ship carpenter available, 7 were needed.

The ratio for marine machinists was 22 to 1; for aircraft riveters, 4 to 1.

These shortages affect the most critical war plants -- especially shipbuilding, aircraft, tanks and ordnance, metal-working and industrial machinery.

In March, there were serious shortages of labor in nearly 100 skilled occupations.

General shortages of male labor for war plants have developed in many places -- some of them only a short distance away from communities with thousands of unemployed. Some of these situations are due to social conditions, some to the military strategy which forced many of the new war plants into the interior.

For instance, there were upwards of 400,000 unemployed in New York City in May, while there were shortages of labor in Connecticut, New Jersey, and up-state New York plants. A principal reason was the prejudice against New York City workers. Another reason was the relatively small amount of war contracts awarded to New York City employers. No other large industrial area faces large-scale unemployment when full war production is reached, however.

Artificial Shortages (subhead)

There are artificial shortages in many industrial communities where employers, spoiled by having had a surplus of workers to choose from for many years, adhere to frigid and unrealistic hiring specifications. Negroes and foreign-born workers are widely discriminated against, even those who are trained and qualified. There are instances of rejection of fully-qualified local job applicants because they were women, or "too old", physically handicapped, or because they did not have some personal or physical characteristic, the lack of which had nothing to do with their ability to work.

Acute housing shortages, which are being intensified by restrictions on automobiles, tires and gasoline, often cause workers to refuse jobs offered to them in over-crowded defense centers. Lack of adequate housing in such areas prevents workers from moving from their homes to war jobs in many instances.

Serious over-all shortages of war industry labor were reported this spring from these major war industry centers:

Portland, Maine; Hartford and Bridgeport, Conn.; Buffalo and Elmira, N. Y.; Harrisburgh and Berwick, Pa.; Baltimore, Md.; Washington, D. C.; Hampton Roads, Va.; Wilmington, N. C.; Charleston, S. C.; Tampa, Fla.; Mobile, Ala.; Pascagoula, Miss.; Rockford-Beloit and Quad Cities, Ill.; La Porte, Ind.; Burlington, Ia.; Ogden, Utah; Seattle-Tacoma, Wash.; Portland, Ore.; Los Angeles, San Diego, and Sacramento, Calif.

In a much longer list of cities, the March reports said that general shortages were anticipated in the near future as the war plants swung into full production this summer and fall; notably in such key cities as Detroit, Akron, Wichita, Milwaukee and Philadelphia.

In terms of the key war industries, prospects may be outlined as follows:

Shipbuilding (subhead)

Before the President increased the 1943 shipbuilding goal from 10,000,000 to 15,000,000 deadweight tons, it was estimated that nearly 1,500,000 men would have to be employed. Because few if any women can be used in this industry, the male labor force will have to be husbanded most carefully. More extensive use of minority labor groups, especially Negroes, is indicated. Racial discrimination is widespread in Northern as well as Southern yards. The Selective Service System has sent a directive to local draft boards emphasizing the importance of maintaining full labor forces in shipyards, but under the Selective Service Act, younger men will continue to be called into the armed forces.

Aircraft (subhead)

Production of 125,000 warplanes in 1943 will require an increasing labor force totalling probably 2,000,000 by January 1944. Such an increase will require upgrading of today's workers and the employment of vast numbers of trainees. All workers experienced in the industry have already been absorbed, and continuance of inter-company pirating of skilled men will only hinder production; a system of negotiated transfers of key workers, and possibly a mobile corps of highly skilled technicians, might help achieve the expansion goals. Most important, however, will be large-scale use of women, who have been proved to be well-suited to the type of work. Consolidated, Glenn Martin and Republic have successfully trained women in considerable numbers. It is anticipated that men may be taken from aircraft jobs eventually to expand production in so-called "all-male" heavy industries, such as tank, iron and steel, and shipbuilding plants.

(In England, women workers make up 30 to 40 per cent of all aircraft employes; in some engine plants, 50 per cent.)

Ordnance (subhead)

This industry has expanded phenomenally, most of it in new plants, and it is anticipated that at least another 1,000,000 workers will be needed during the rest of 1942 and 1943. Many of these plants have been located in rural areas, where surplus farm labor and women were hired in large numbers. The industry includes, in addition to tanks and guns, ammunition, explosives, and shell-loading, and in the last three, mass employment of women has been a major factor.

Transportation (subhead)

Rail, water, and motor transportation will require many additional workers. The rubber shortage and the sinking of tankers are throwing a terrific new burden upon the railroads. Shortages of steel and conversion of railroad equipment plants to production of war materials have delayed expansion of rail facilities.

Construction (subhead)

The halting of all civilian construction is making the country's 1,500,000 or more building trades workers available exclusively for war work; the war program, as expanded since Pearl Harbor, however, is so great that it is anticipated they all will be used, and shortages may develop, particularly in the South and West. In addition, many construction workers are switching into some of the newer war industries.

In addition to the important labor needs of agriculture, which are described later, there are other special industrial or regional problems which present serious problems to the War Manpower Commission.

The Labor Pirate (subhead)

The employer who "pirates" labor by taking workers away from another war plant is fairly frequent, and extremely disastrous to maintenance of steady, scheduled production. Usually this is done through offers of higher pay to skilled workers. A worker who gulps such bait may find less comfortable and more expensive housing and living conditions, and many other disadvantages.

Examples of "pirating" are many. One Minnesota firm drew workers by advertising as far away as Rockford, Ill., which is a labor-shortage war industry city. (In many communities, newspapers have agreed not to accept out-of-town job advertisements unless they have been approved by the U. S. Employment Service). One university took aeronautical engineers out of San Diego plane plants to work as instructors. One Minnesota airplane firm had a representative in San Diego recently recruiting workers from a big plant there. A St. Louis electric firm advertised in the newspapers in Philadelphia, a labor shortage area, that it provided "plenty of overtime" and "high rates" until Employment Service and Army Ordnance officials pointed out that the practice was handicapping war production in both cities. A garment factory producing work clothing for the government complained that an Army Air Depot was pirating its workers; investigation disclosed that the army was working six days a week, providing higher weekly pay, so the garment factory made plans to increase its schedule to retain its workers. In some localities, war plant officials, resentful of the Employment Service's pressure to get them to drop their practices of discrimination against Negroes, resorted to advertising and other "hiring-at-the-gate" and recruiting methods.

Loggers Needed (subhead)

An acute situation developed this spring in the Pacific Northwest through drainage of loggers to shipbuilding and other "direct" war industries, threatening to reduce the production of lumber which was badly needed for Army and Navy orders. The same drain also brought protests from Montana and Idaho officials against the reduction of the working force in the copper and other metal mines, whose products are the most vital raw materials for war plants all over the nation. This migration was due largely to the fact that shipbuilding, aircraft and aluminum industries in the area generally paid higher wages than did the lumber-camps and the metal-mines. In addition, the work in the lumber-camps and mines was much more arduous. Rigid curtailment or shutdown of peacetime manufacturing by the War Production Board to make more workers available was one of the remedies proposed, but it was anticipated that the War Manpower Commission might have to take action to insure an adequate labor supply for basis as well as direct war production.

These are samples of the problems developing from our total war economy -- problems which must be solved through cooperation of workers, employers, government and others concerned, by negotiation of differences and voluntary adjustment to new conditions

A national adjustment of such proportions, in so short a time, was never before attempted. Ours calls for more speed than Hitler's -- and more important, it calls for retention of the form and content of democracy. We are going to do the job because we want to beat the Nazis and the Jap war-lords, not because someone says we must.

3. HOW WE CAN DO THE JOB

War Production will near the "all out" stage next winter.

At that time, we will begin to scrape the bottom of the barrel in available labor, and 1943's expanded production will depend on adding millions of new workers to war's industries.

Whether we can do it depends largely upon the things we do this year to organize and mobilize. Here are some of the things we know we must do constantly from now on:

1. Utilize all local sources of labor, relaxing frivolous hiring requirements based on prejudice which now bar qualified Negroes, women, older workers, and persons of foreign birth or foreign-sounding names from jobs.

2. Train and employ women immediately in the service trades and in labor-shortage areas, to take the places of men called to war.

3. Upgrade workers into supervisors and foremen to organize the greater production effort of the next few months.

4. Employ youth, women and white-collar workers in the farm labor scarcity areas to help in this summer's harvest.

5. Discourage pirating of labor among war contractors who thereby hinder each other's production, and thereby the whole of war production.

Democratic Action (subhead)

The above points are jobs of organizing and cooperating, among employers, labor unions and government agencies. They can and should be done by democratic and voluntary means, using the tools of negotiations, committees and compromise of conflicting interests and views.

The government will put first things first, and conduct its services for employers, centering around the U. S. Employment Service, to give the plants most important to war production the first call on the available workers.

A detailed survey of potential and unused skills among workers is now under way, using the occupational information collected by the Selective Service questionnaires filled out by all men between 35 and 44 years of age, following their registration February 16. Similar questionnaires are being sent to the 45-64 group which registered this spring, and later will be sent to all those registrants who are not in the armed forces.

The local draft boards are turning the occupational reports on all registrants over to the U. S. Employment Service, which will use the information in aiding the war industries and other "priority" employers to obtain skilled workmen as they are needed.

Later on, steps may be taken to aid workers to shift to the places where they are most needed. One possible step is the creation of a mobile labor corps of volunteers, to be used to meet the most critical shortages of manpower.

What the Worker Can Do (subhead)

Right now, however, there are things the individual worker can do to aid in orderly manpower mobilization, such as the following:

1. Stay on his war job until the government advises him he is more needed in another war job (through the U. S. Employment Service), or that his services are needed by the armed forces (through the draft board).

2. Look for a war industry job to which he is fitted, if he is now in a peacetime job. But he should not migrate around the country looking for war work on the basis of incomplete information. He should check with the U. S. Employment Service to find out where the present and future jobs are opening, and what kind of workers are needed, before going into a war area which probably will have inadequate housing and transportation and difficult working conditions.

3. Whether employed now or not, a worker should explore the possibility of obtaining training for an essential war job, preferably in or near his own community.

4. College and advanced high school students should stay in school and seek to prepare themselves for technical work, either through the regular courses or in the short courses set up in the technical colleges and universities for war workers.

The peak of what was called "priority unemployment" (loss of jobs through curtailment of peacetime industries or shortage of critical materials) passed in February, but the war industry employment problem this spring and summer is still largely one of arranging transfers. The difficulties in this phase are many and immediate. They include the bad housing and transportation conditions arising from too rapid a concentration of workers in a new plant; lack of school facilities for children, and other social dislocations; disruption of normal labor-management relationships; loss of workers' seniority and other rights. Efforts are under way to meet and solve these problems on an organized basis.

Training of Workers (subhead)

The training problem becomes increasingly more important, and the training facilities are being expanded further. Most war plant employers are swinging to the view that in-plant training (after workers are employed) is the quickest and most effective as far as production or semi-skilled workers are concerned. In-plant training also provides facilities for up-grading workers into supervisors and "lead men", who are trained to "explode" jobs into single operations and direct new workers in performing each of these operations. Through up-grading also a good machinist may be converted into a tool-maker; a machine-operator may learn to operate a lathe, and another a milling-machine.

Facilities of 2,400 vocational schools, 10,000 school shops, and 200 technical colleges and universities, are also being used in various phases of training, either as a preliminary to industrial employment or as a supplementary course for workers also employed.

Federal appropriations, starting in June 1940 after the fall of France, have expanded the facilities for vocational training to an unprecedented high, and have carried on training courses for perhaps 5,000,000 war industry workers now on the job.

Some 3,750,000 persons, in the less than two years ending April 1, 1942 have been trained or were receiving training in courses conducted outside of industry through vocational and trade schools and engineering colleges. As of April 1, two-thirds of a million persons were enrolled in these training courses. Vocational school enrollees in courses preparatory for employment totalled 176,809; there were 173,397 employed workers taking supplementary courses, many of them at night, to fit them more adequately for war production. In the engineering, scientific and management courses given by colleges and universities there were 135,739. The National Youth Administration had 120,000 youth on projects combining mechanical training with work experience which would fit them for war employment, and there were 62,550 rural youth enrolled in special training courses set up through the U. S. Office of Education.

Training on the Job (subhead)

In-plant training systems have been installed and aided by the Training-Within-Industry Branch, now a part of the Federal Security Agency, in more than 3,195 war contracting firms employing more than 3,300,000.

By application of in-plant training techniques, 76,000 "lead men," foremen and supervisors have been trained to pass on their "know-how" to new workers in 2,400 war plants with a total employment of 3,127,000 persons. This job-instructor program reaches supervisory personnel at the rate of 8,000 a week, and is spreading rapidly to new plants. It is estimated that each of these new supervisors will train at least ten workers in the plant, right on the job and during the process of production.

In the other manpower problems, as well as in training, the government has done much to promote fullest utilization of resources. Yet the success of all of these programs depends largely upon the patriotic support and the full cooperation of the workers, individually and in their labor unions, and of the employers and managers of industry.

The best way to obtain such cooperation is to bring home to all concerned what the war needs of them. Compulsion is unnecessary except for a few of the wilfully blind and the ignorant who refuse to learn.

There are many barriers to be overcome, but most of them will yield if those concerned understand the urgency of our mounting needs for all who can do a job. Some of the problems are national; some of them can be conquered within a community.

Aliens and Older Workers Will Be Needed (subhead)

For example, the full use in war production of aliens, a large source of labor supply, has been limited by misunderstood restriction in war contracts. Actually, aliens can work on war contract jobs of any kind, although in the case of certain secret or restricted contracts, it is required that special permission be obtained from the Army or Navy. A Special Minority Groups Service, now a part of the Manpower Commission, will aid employers in obtaining such permission. States and localities can cooperate by helping to provide birth certificates and proof of citizenship for workers with foreign names whose employment in a war factory may be questioned.

As to Negroes and other minority groups, President Roosevelt by executive order issued in June 1941, reaffirmed the government's policy against discrimination in training or employment because of race, color, or national origin. A Committee on Fair Employment Practice, now a part of the War Manpower Commission, was set up to receive complaints and investigate charges of discrimination, and to act to correct such practices.

President Roosevelt has urged industry to hire older workers "past forty", especially veterans of the last World War, because "they had something to give in youth and valor then; they have something to give in experience and skill today." The President said it was not on the basis of patriotism alone that these workers should be put to work, because "Work experience, stability, and responsibility are assets we cannot afford to waste in this crisis." He directed training agencies to intensify their activities for older workers in order to utilize our full manpower.

Encouragement of the employment of handicapped workers is being undertaken by several agencies under the coordination of the Federal Security Agency.

Serious problems have been encountered in obtaining adequate housing and transportation in some of the congested industry centers, calling for combined Federal and local efforts to meet the needs of new and enlarged plants. Buses and street-cars must be re-routed, and their services expanded. New equipment must be provided.

Housing is critical in many places. Local restrictions and zoning laws may have to be waived; eventually some war industry communities may have to adopt a billeting system such as the British have, requiring the lodging of at least one person in each bedroom in all available houses.

After all sources of local labor supply, including women, are exhausted, many defense plants will have to import workers from long distances. This will constitute a tremendous enterprise in many instances, requiring drastic rearrangement of social, health, housing, and other aspects of the community's life.

In the whole effort, the primary consideration for the individual concerned as well as for the government, is that everyone be in the job in which he is most USEFUL.

During peacetime, most jobs are sought and obtained on money considerations. The better a job pays, the better it is.

In this war, fair pay is necessary and a major consideration; but the utmost usefulness of each worker should be his first concern.

The "Production Soldier" is just as important as the man with a machine-gun and until the Production Soldier makes and delivers the gun, the machine-gunner is helpless before a well-armed and savage enemy!

4. WHERE WOMEN FIT IN.

A million and a half women were working on war industry jobs this spring.

Two million more will be hired during 1942.

At least 2,000,000 more will be employed next year.

This nation has a back-log of 13,000,000 women in the homes without children under 16 to draw from for war industries and essential service trades, and another 4,000,000 women in rural areas available for farm work. Millions of them will be employed as the industries expand in the next year and a half and the men go off to war.

The 13,000,000 reserves -- housewives and other homewomen from 14 to 65, including 700,000 women students -- are in addition to 12,800,000 women employed in industry, agriculture, trades and services in early 1942. One out of every four workers gainfully employed in civilian jobs in this country is a woman.

One of the War Manpower Commission's biggest jobs -- ultimately its greatest in size -- is to plan and execute the training and employment of the millions of women who will be needed.

The President and the Commission have postponed any nation-wide registration or mobilization of women until general shortages become apparent. But already in some war industry communities, women are being employed in large numbers. Fore-sighted employers, particularly in airplane plants, are setting up training and other facilities in anticipation of the time when their working forces will be mostly women.

Women Can Replace Soldiers (Subhead)

In some rural communities, where shortages have developed, women are being recruited by the U. S. Department of Agriculture and the Employment Service to help on this year's harvest, to replace the young men who have gone to Australia and the Seven Seas to fight Hitler and the Japs.

Women form the largest part of "local labor" which war plant employers must employ if disastrous migration, crowded housing, and pirating of workers is to be avoided.

Most employers and many labor unions in peace-time, and some of both groups even to now, oppose the employment of women, largely on the excuses of additional expense, lack of strength in the female worker, breaking up of homes, and just plain prejudice against the idea of women working outside of the home.

The oncoming need of manpower has already exploded most of this opposition. English experience, as well as our own, both in the World War and in peacetime, has proved they can do the job.

What can women do? The answer is, they can do almost anything. Britain is using large numbers of them in tank arsenals, which is very heavy work.

Here, however, it is anticipated that tanks and ships will be built mostly by men, and the large employment of women will be in airplane, ammunition, small arms manufacture, electrical goods, parachute making, precision instruments and similar war industries.

Even larger numbers, it is believed, will be needed in the so-called essential services -- ranging all the way from street-car conductors and store-clerks to hospital workers and truck-drivers -- and on farms, to replace the men who go to war and to war industries.

Some Housewives Will Be Used (Subhead)

The reserve of unemployed, estimated at 3,000,000 in April, and the even larger number of employes in civilian plants cut down by material shortages and elimination of non-essential production, will defer the large-scale induction of women probably until late in 1942.

Of course, not all the 13,000,000 housewives and girls will be available, or needed, for war and other essential jobs.

When the armed services and the war industries have absorbed the available men, the employment of women will proceed very rapidly, however, and the new workers will be drawn largely from these sources:

About 1,300,000 women registered with the U. S. Employment Service as looking for work.

At least 13,000,000 housewives of working age without children under 16.

In addition there are about 9,800,000 more housewives with one or more children under 16, many of whom could work if the need were great enough and if nursery schools could help care for their children.

The experience of plants hiring large numbers of women shows they excel in occupations requiring patience, care and constant alertness, keen eyesight, and, perhaps most important, finger and hand dexterity. Many women have the ability to work to precise tolerances.

Women To Be Trained (subhead)

Women are now used extensively on such manipulative jobs as the operation of drill presses; all types of light sub-assembly and final assembly requiring the use of hand tools; electrical work including wiring and assembling parts, winding coils and armatures, soldering and taping.

In some occupations, such as the operation of light-duty hand and automatic screw machines, light turret lathes, sheet-metal forming and riveting, acetyle and torch welding and electric arc welding, the U. S. Women's Bureau believes they could be readily and successfully used. Defense Vocational training courses would have to be opened to qualify women for these jobs in large numbers.

A survey of occupations in 21 key war industries, recently made by the Occupational Analysis Section of the U. S. Employment Service, indicated women can do 80 per cent of the jobs. The industries surveyed were: manufacture of aircraft and parts, air transportation and service, aluminum products, munitions manufacture, automobile, motorcycle, truck and tank manufacture, and equipment, communications, electrical machiners, firearms, industrial chemicals, iron and steel and their products, machine tools, machine models and patterns, foundries, professional and scientific instruments, railroad equipment, shipbuilding and repairing, utilities and petroleum production and refining.

Even in the ship and boat building industry, it was found women could be satisfactorily used as boilermakers' helpers, draftsmen, machinists' helpers, blueprint machine operators, and flash welders. It was also found that women could be satisfactorily employed in foundry work as casting cleaners, finishers, and polishers, as machine core makers and facing mixers.

As to the limitation of women in the industrial fields, the Women's Bureau reports:

Women average in general about one-half the average man's lifting strength and about two-thirds of the average man's pulling strength.

They are more susceptible to dermatitis and certain other health hazards in the presence of specific chemicals.

They usually lack the basic mechanical knowledge and familiarity in the handling of tools and in working with metals and wood. This deficiency can be corrected by proper training and adequate experience.

Some of these limitations can be overcome by special health measures, by lifting machinery, and adjustment of tools and machines. Roller conveyors, pedestal lifts, lower work benches and new kinds of mechanical aids can be installed.

The objection that women have often been hired at lower wages to break down pay standards has been met in England and in most instances during the war in this country by specifying equal pay for comparable work.

The first large influx of women into war industry will occur in such areas as Baltimore, Wichita, Detroit, Seattle, San Diego, Buffalo, and the industrial districts of Connecticut, in all of which expanding airplane plants are now absorbing the available men very rapidly.

In Baltimore, the Employment Service is actively recruiting local women for airplane work, using the dual argument of the nation's need and good pay.

In Detroit, the converted automobile industry in a few months will require at least 200,000 more workers than the pre-Pearl Harbor peak employment, and women are the only alternative to disastrous in-migration to an already crowded city -- assuming that workers could be found elsewhere to be brought in.

In Seattle-Tacoma area, women will be needed in large numbers to replace male workers who are going into the armed services.

In Southern California, it is reported that one plane company is anticipating that two-thirds of its labor force eventually will be women.

5. FARMERS FIGHT

Food will have a great deal to do with winning the war, and even more with winning a decent peace.

For the farms of the United States increasingly are feeding the United Peoples and their fighting forces, and a tremendous demand has come from our allies for "food to win the war," -- rich, concentrated, transportable foods to keep the spark of freedom alive.

"In the day of victory when the nations sit down at the peace table," says Secretary of Agriculture, Claude Wickard, "our food stockpiles, ready to be drawn on by the famished people of the Old World, will give great force to our views. For they will show once and for all that democracy builds for the needs of the common men."

"In the farm fields, as in the war factories, the 1942 goals have been upped to the largest figures in the nation's history.

Manpower to reap the greatest harvests in history, to glean vitamins for victory, has been called for, and the drain for the armed services and of the war factories has created a demand in many rural areas for greater mobilization of women and high school and college students for this new and patriotic task.

In some communities there will be repeated this year the scenes of World War I days, when hundreds of communities in the Middle West closed down their stores and sent the "city folks" into the fields to harvest the ripened grain.

Women and Youth Recruited (subhead)

The U. S. Employment Service, the Department of Agriculture and its county War Boards, and the U. S. Office of Education through the schools, have been cooperating to plan recruitment, transportation, housing and other facilities for youth, women and other volunteers who will be needed in many rural sections which have been depleted of their "I-A" farm-hands.

The harvest this year will require at least 12,000,000 workers at the peak, of whom about 3,500,000 will be "hired hands." Last year's harvest brought many complaints of shortage from local areas, although it was completed without any loss which could be ascribed to lack of manpower. But this year more of the young men have gone, and the job is larger.

The war production goals in farming may indicate the size of the job. They call for the same amount of rye, hay and feed grains, and less wheat, because we have enough now. But the demand for the concentrated foods, rich in vitamins and minerals, has skyrocketed.

We and our allies want 9,200,000,000 pounds more milk, 430,000,000 dozen more eggs, 10,000,000 more head of hogs, and nearly 3,000,000 more acres of peanuts. Peanuts are needed to replace the oil we used to get from Japan.

In percentage, we want 13 per cent more eggs than in 1941, 14 per cent more hogs, 7 per cent more milk, 8 per cent more corn, 6 per cent more rice, 13 per cent more dry beans, 73 per cent more dry field peas, 32 per cent more canning peas, 18 per cent more canning tomatoes, 54 per cent more soybeans, and 155 per cent more peanuts.

Pigs Around the World (subhead)

If you like fabulous comparisons, we want enough hogs to make a solid procession, two abreast, snout to tail, all around the world at the equator. We want so many eggs that if this year's crop were broken, one a second, it would take 1,600 years to break them all.

America's great reservoir of manpower is enough to meet the demands of its people for farm production, despite the hiring of farm boys by war industries, despite the drafting of many of the best and strongest if the situation is faced squarely.

Farm employers must drop their prejudices against employing city folk, women, youth from the high schools and colleges. In many localities they must drop their prejudices against employing Negroes. In many places they must raise wages which are sub-standard as compared with the wages paid by industry.

Young people will be called upon extensively, and in 1943 they will be asked for even more help on the farm. This spring U. S. Commissioner of Education John W. Studebaker said in letters to all city school superintendents:

"There are many boys 16 years of age and over in your senior high schools who are ineligible for employment in other war industries due to age or other factors and who could secure valuable work experience and who would profit by spending a summer on a good farm.

"State supervisors and teachers of vocational agriculture, together with local chapters of the Future Farmers of America, are working on a program whereby summer employment on farms in nearby areas can be offered to a large number of urban youth. Will you, therefore, after consultation with your nearest office of the U. S. Employment Service, canvass the situation in each of the senior high schools of your city and determine the number of boys who would be interested and willing to cooperate in this patriotic movement to assist the farmers, if need is established, in producing and harvesting the crops that will be needed to feed the United Nations?"

Mobile Labor Camps (subhead)

The U. S. Employment Service has expanded its facilities for providing farmers with adequate help. Each of its 1500 full-term offices, scattered over the nation, is being staffed with a farm labor specialist.

The Farm Security Administration of the Department of Agriculture has set up mobile labor camps in the Far West and South, to meet local needs for harvest hands. This spring more of these are being established along the Atlantic Seaboard to meet the needs for food and produce, and each of these camps will be staffed by a farm labor placement expert who will aid in placing the available labor at the point where it is needed.

The Federal government, and the state and local officials concerned, have recognized this as a vital part of war, and have met crises as they arose. Typical of such crises is the experience of Oregon during the last hop, prune, and string bean harvest in the Willamette area. A local bumper crop clamored for harvest at a time when the local labor supply appeared to be inadequate. Community cooperation, with the Employment Service playing an important role, was the answer. Schools delayed their opening, men on a five-day week were urged by the Governor to go to the farms on their days off, stores closed down to add the strength of their employes to the agricultural army, and the Employment Office directed the flow of manpower to the farms.

In Connecticut, war industries had drawn from the rural sections those who in earlier years had been available for farm work. The cooperation of the State Board of Education was enlisted to carry on recruiting in the junior high schools, high schools and colleges, for farm work. Married and single women interested in farm work were asked to cooperate. Aliens, who were prevented from taking part in other fields of war production, proved to be an important source of workers.

In many communities, the "Junior Victory Armies," the "Volunteer Land Corps," and other similar groups will be useful and needed this summer. In 1943's harvest the need for such auxiliary help may be desperate. It will be necessary for the schools, the colleges, the local defense councils and farm organizations, to tell again and again to patriotic women and young people this story -- that the farms are vital to a victorious war.

We must win, and we need all the agricultural production that is available.

THE PRESIDENT'S WAR MANPOWER COMMISSION ORDER

EXECUTIVE ORDER

ESTABLISHING THE WAR MANPOWER COMMISSION IN THE EXECUTIVE OFFICE OF THE PRESIDENT AND TRANSFERRING AND COORDINATING CERTAIN FUNCTIONS TO FACILITATE THE MOBILIZATION AND UTILIZATION OF MANPOWER

(complete text)

By virtue of the authority vested in me by the Constitution and the Statutes, including the First War Powers Act, 1941, as President of the United States and Commander in Chief of the Army and Navy, and for the purpose of assuring the most effective mobilization and utilization of the national manpower, it is hereby ordered:

1. There is established within the Office for Emergency Management of the Executive Office of the President a War Manpower Commission, hereinafter referred to as the Commission. The Commission shall consist of the Federal Security Administrator as Chairman, and a representative of each of the following Departments and agencies: The Department of War, the Department of the Navy, the Department of Agriculture, the Department of Labor, the War Production Board, the Labor Production Division of the War Production Board, the Selective Service System, and the United States Civil Service Commission.

2. The Chairman, after consultation with the members of the Commission shall:

a. Formulate plans and programs and establish basic national policies to assure the most effective mobilization and maximum utilization of the Nation's manpower in the prosecution of the war; and issue such policy and operating directives as may be necessary thereto.

b. Estimate the requirements of manpower for industry; review all other estimates of needs for military, agricultural, and civilian manpower; and direct the several departments and agencies of the Government as to the proper allocation of available manpower.

c. Determine basic policies for, and take such other steps as are necessary to coordinate, the collection and compilation of labor market data by Federal departments and agencies.

d. Establish policies and prescribe regulations governing all Federal programs relating to the recruitment, vocational training, and placement of workers to meet the needs of industry and agriculture.

e. Prescribe basic policies governing the filling of the Federal Government's requirements for manpower, excluding those of the military and naval forces, and issue such operating directives as may be necessary thereto.

f. Formulate legislative programs designed to facilitate the most effective mobilization and utilization of the manpower of the country; and, with the approval of the President, recommend such legislation as may be necessary for this purpose.

3. The following agencies shall conform to such policies, directives, regulations, and standards as the Chairman may prescribe in the execution of the powers vested in him by this Order, and shall be subject to such other coordination by the Chairman as may be necessary to enable the Chairman to discharge the responsibilities placed upon him:

a. The Selective Service System with respect to the use and classification of manpower needed for critical industrial, agricultural and governmental employment.

b. The Federal Security Agency with respect to employment service and defense training functions.

c. The Work Projects Administration with respect to placement and training functions.

d. The United States Civil Service Commission with respect to functions relating to the filling of positions in the Government service.

e. The Railroad Retirement Board with respect to employment service activities.

f. The Bureau of Labor Statistics of the Department of Labor.

g. The Labor Production Division of the War Production Board.

h. The Civilian Conservation Corps.

i. The Department of Agriculture with respect to farm labor statistics, farm labor camp programs and other labor market activities.

j. The Office of Defense Transportation with respect to labor supply and requirement activities.

Similarly, all other Federal Departments and agencies which perform functions relating to the recruitment or utilization of manpower shall, in discharging such functions, conform to such policies, directives, regulations, and standards as the Chairman may prescribe in the execution of the powers vested in him by this Order; and shall be subject to such other coordination by the Chairman as may be necessary to enable the Chairman to discharge the responsibilities placed upon him.

4. The following agencies and functions are transferred to the War Manpower Commission:

a. The labor supply functions of the Labor Division of the War Production Board.

b. The National Roster of Scientific and Specialized Personnel of the United States Civil Service Commission and its functions.

c. The Office of Procurement and Assignment in the Office of Defense Health and Welfare Services in the Office for Emergency Management and its functions.

5. The following agencies and functions are transferred to the Office of the Administrator of the Federal Security Agency, and shall be administered under the direction and supervision of such officer or employee as the Federal Security Administrator shall designate:

a. The Apprenticeship Section of the Division of Labor Standards of the Department of Labor and its functions.

b. The training functions of the Labor Division of the War Production Board.

6. The National Roster of Scientific and Specialized Personnel transferred to the War Manpower Commission and the Apprenticeship Section transferred to the Federal Security Agency shall be preserved as organizational entities within the War Manpower Commission and the Federal Security Agency respectively.

7. The functions of the head of any department or agency relating to the administration of any agency or function transferred from his department or agency by this Order are transferred to, and shall be exercised by, the head of the department or agency to which such transferred agency or function is transferred by this Order.

8. All records and property (including office equipment) of the several agencies and all records and property used primarily in the administration of any functions transferred or consolidated by this Order, and all personnel used in the administration of such agencies and functions (including officers whose chief duties relate to such administration) are transferred to the respective agencies concerned, for use in the administration of the agencies and functions transferred or consolidated by this Order; provided, that any personnel transferred to any agency by this Order, found by the head of such agency to be in excess of the personnel necessary for the administration of the functions transferred to his agency, shall be retransferred under existing procedure to other positions in the Government service or separated from the service. So much of the unexpended balances of appropriations, allocations, or other funds available for the use of any agency in the exercise of any function transferred or consolidated by this Order or for the use of the head of any agency in the exercise of any function so transferred or consolidated, as the Director of the Bureau of the Budget with the approval of the President shall determine, shall be transferred to the agency concerned, for use in connection with the exercise of functions so transferred or consolidated. In determining the amount to be transferred, the Director of the Bureau of the Budget may include an amount to provide for the liquidation of obligations incurred against such appropriations, allocations, or other funds prior to the transfer or consolidation.

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9. Within the limits of such funds as may be made available for that purpose, the Chairman may appoint such personnel and make provision for such supplies, facilities, and services as may be necessary to carry out the provisions of this Order. The Chairman may appoint an executive officer of the Commission and may exercise and perform the powers, authorities, and duties set forth in this Order through such officials or agencies and in such manner as he may determine.

FRANKLIN D. ROOSEVELT

THE WHITE HOUSE,

April 18, 1942.

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Here Is Our Job --------

Through cooperation of government, employers and labor unions, to --

(1) Utilize all local sources of labor, relaxing frivolous hiring requirements based on prejudice which now bar qualified Negroes, women, older workers, and persons of foreign birth or foreign-sounding names from jobs.

(2) Train and employ women immediately in the service trades and in labor-shortage areas, to take the places of men called to war.

(3) Upgrade workers into supervisors and foremen to organize the greater production effort of the next few months.

(4) Employ youth, women and white-collar workers in the farm labor scarcity areas to help in this summer's harvest.

(5) Discourage pirating of labor among war contractors who thereby hinder each other's production, and thereby the whole of war production.

Each of us, every worker, can ------

(1) Stay on his war job until the government advises him he is more needed in another war job (through the U. S. Employment Service), or that his services are needed by the armed forces (through the draft board).

(2) Look for a war industry job to which he is fitted, if he is now in a peacetime job. But he should not migrate around the country looking for war work on the basis of incomplete information. He should check with the U. S. Employment Service to find out where the present and future jobs are opening, and what kind of workers are needed, before going into a war area which probably will have inadequate housing and transportation and difficult working conditions.

(3) Whether employed now or not, explore the possibility of obtaining training for an essential war job, preferably in or near his own community.

(4) College and advanced high school students should stay in school and seek to prepare themselves for technical work, either through the regular courses or in the short courses set up in the technical colleges and universities for war workers.

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Labor
INFORMATION BULLETIN

APRIL 1942

Business Profits in 1941

Full Employment After the War

Women's Role in War Production

Cost of Living in March

UNITED STATES DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS • WASHINGTON

Labor INFORMATION BULLETIN

BORIS STERN
Editor

UNITED STATES DEPARTMENT OF LABOR
FRANCES PERKINS, Secretary

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Women's Role in War Production

MARY ANDERSON, Director

Women's Bureau, United States Department of Labor

The unprecedented demand for a large army of several million men and for greater and greater output of war materials of all descriptions is inevitably bound to tax the Nation's reserves of manpower and womanpower to the utmost. Successful fulfillment of the victory program launched by this country will require, in addition to the men and women normally a part of the labor force, large numbers of new workers for the expanding war industries and for maintaining a high level of output in essential civilian industries. As more and more men are drawn into the fighting forces of the Nation, a very large proportion of these new workers will have to be drawn from the ranks of American women.

Many girls and women not now employed in the industrial field can help supply this urgent need for workers without seriously disrupting the home and normal family life. The Women's Bureau estimates that nearly 6 million women can be recruited this year for work in war industries and other essential services. Women workers released from converted and curtailed consumer goods industries and the approximately 1 million unemployed women who have registered with public employment agencies should be absorbed first. About 2 million workers can be drawn from among the approximately 16,500,000 women in the 18–44 age group who are now engaged in their own housework. In addition, the nearly 700,000 girls and young women up to 24 years of age who are now still attending school will also be available for employment within the next few months. In some sections of the country, particularly in the agricultural and mountain States, the opportunities of these young women for gainful employment under normal conditions are restricted, and this group thus provides another substantial reservoir to be drawn upon by the many new war industries which are springing up relatively near their homes.

In many instances, these women will enter industries in which women are already employed or have previously been employed, either in times of peace or in times of war. In such large peacetime industries as the garment trades and electrical manufacturing, for example, women already have made large contributions to the war effort. They have taken over in large part the manufacture of clothing for soldiers and sailors, the sewing of parachutes, and production of bags for explosives. They are likewise extensively employed in the highly important electrical equipment and apparatus industry, winding armatures and coils and assembling small radios, switchboards, and electrical instruments of all kinds.

In the strictly wartime industries, women established an equally enviable record during the first World War. This was done without the aid of extensive vocational training, such as exists today. Women went into iron and steel mills and foundries and machine shops and learned how to work with metals on the job, often under adverse conditions. They set up the lathes, drills, and presses on which they were working. They helped to produce high explosives and shrapnel shells, cartridges and hand grenades, machine guns and rifles, as well as a multitude of other war products.

More than half of the employees in shell-loading plants and about one-fourth of those employed in airplane manufacturing during the first World War were women. Four-fifths of the firms in the metal industries employing substantial numbers of women reported after the war that the work performed by women was at least as satisfactory as, and in some cases more satisfactory than, similar jobs performed by men.

Once the current unemployment and dislocation of employment caused by extensive conversion of civilian industries into war production are overcome, total industrial employment in the United States is bound to rise rapidly. It is estimated that 6 million men from converted and curtailed industries and approximately 2 million qualified unemployed men will be absorbed into the war labor force by the end of 1942. As this absorption progresses, the need for larger and larger numbers of women will become urgent.

The fact that women may not be needed in great numbers at once offers a splendid opportunity to prepare and train many women for their effective use in the manufacture of military supplies 6 months or a year hence. A realistic and immediate program to train women for war jobs is vitally important to the ultimate success of the war effort. Recognizing this fact, the Labor Division of the War Production Board declared in February of this year:

> In view of the increasing shortages of male workers and the increasing demand for the employment of women throughout the country in a wide range of occupations, the Labor Division of the War Production Board has announced the policy that the employment of women shall be facilitated to meet the needs of the war program. This necessitates the immediate extension of defense training to women on a basis of equality with the training of men.
>
> In referring women to defense training courses, the same policies that govern the referral of men should be followed, that is, they should be selected on the basis of qualification for the occupations in which training is offered, due consideration being given to the physical requirements of the occupations.

Prior to this order, women were not admitted to training courses unless their employment in specific defense industries was reasonably assured. This had the effect of limiting the supply of trained women to the expressed demand for such workers. In other words, women were not trained until management was sold on the idea of their usefulness. In all too many instances the usefulness of women could not be clearly shown because they were not being given the opportunity to demonstrate their abilities.

WHAT WOMEN CAN DO

What jobs are women actually doing in industry, and what jobs can they be trained for? Aside from the more or less traditional opposition to the employment of women in industry, which unfortunately still prevails in some quarters, women can, subject to certain limitations, perform a wide variety of jobs in war industries. These limitations are:

1. Women average in general about one-half the average man's lifting strength and about two-thirds of the average man's pulling strength.
2. They are more susceptible to dermatitis and certain other health hazards in the presence of specific chemicals.
3. They usually lack the basic mechanical knowledge and familiarity in the handling of tools and in working with metals and wood. This deficiency can be corrected by proper training and adequate experience.

On the other hand, women possess certain characteristics, both physical and mental, which are definite assets on many types of work. They adapt themselves easily to tedious and often monotonous work requiring alertness and patience as well as keen eyesight and flexible fingers. They are able to make careful adjustments at high speed. Many women also have the ability to work to precise tolerances.

Women are now used extensively, and their numbers could be increased with short periods of training on the job in such manipulative skills as the operation of drill presses; all types of light subassembly and final assembly requiring the use of hand tools (pliers, mallets, screw drivers, files, electric drills, bench assembly machines and riveting presses); electrical work including wiring and assembling parts, winding coils and armatures, soldering and taping; painting processes such as touch up and hand finishing, and stenciling.

In a number of other manipulative skills where women are now used to some extent, their numbers could be increased after short training periods and upgrading from other jobs. These occupations include the operation of milling machines (light and micro machines); light punch and forming presses; bench and watchmakers' lathes; burring, polishing, lapping and buffing on lathes; hand finishing machined parts by filing, burring and lapping; spot welding; soldering; and spray painting small parts and products.

In certain manipulative skills women are now used only to a slight extent, but they could be employed readily after preemployment and supplementary training such as that now offered men. These skills cover the operation of light-duty hand and automatic screw machines; light turret lathes; sheet metal forming and riveting, acetylene and torch welding, and electric arc welding.

Related skills, such as blueprint reading and use of gages, micrometers, and calipers; calibrating, checking and testing raw materials, stock, and salvage parts, are included along with the more skilled manipulative jobs. Now these occupations provide employment for few women, but they offer wide possibilities after preemployment and supplementary training.

After training, women could also be employed effectively in such factory services as production planning, routing, and control; tracing; drafting; tool-crib and store tending and dispatching; timekeeping; and factory office work. Supervising and training other women, as well as personnel administration, are additional occupations for which women might be trained.

WORK IN WAR INDUSTRIES

Almost simultaneously with the beginning of the national defense program, the Women's Bureau began to make occupational analyses of all operations in important defense industries. To date, the Bureau has studied the work that women are performing and can perform in four key war industries, namely, those producing ammunition for small arms, ammunition for artillery, aircraft assembly, and precision instruments.

The largest number of women workers were found in plants manufacturing ammunition for small arms and for artillery. In 30 plants (including 2 not yet fully completed) over 40,000 women were employed, and it was estimated that by late summer at least 70,000 women would be on the pay rolls of these establishments. The proportion of women varied greatly from plant to plant, ranging from as little as 7 to as high as 83 percent of the total force.

Small Arms Ammunition.—The small arms ammunition industry manufactures a standardized product, which requires much attention to the details of production—a type of work to which women are easily adapted. Women exclusively are now employed in a number of operations such as case tapering and shellacking strips for primer foiling. They could take over the entire operation of cartridge assembly loading machines; visual, gage, and machine inspection; bullet assembly, and a number of other important functions.

One small arms ammunition plant, which now employs 900 women, is in the process of expansion and expects to employ over 10,000 women by midsummer. This plant intends to hire women on every type of job where the work is not too heavy, and it is estimated that women may comprise 40 to 50 percent of the labor force. Women are to be trained in the use of lathes, drill presses, and milling machines. They will receive preliminary instruction in the plant's own training school, and will complete their courses while on the job under the supervision of foremen and experienced workers. No upgrading for women is planned at present, except for those who may become supervisors or inspectors.

In another case, a large Government arsenal, in greatly expanding its labor force, has added substantial numbers of women. Although these instances reflect substantial progress in the employment of women, they do not indicate the full extent to which women can be used in small ammunition works. The case of a British arsenal which produces generally similar products and which has four women on its pay roll for every man may be cited as proof of the extent to which women can be utilized on this type of work.

Artillery Ammunition.—In the manufacture of artillery ammunition, the various parts, such as shell forgings, fuses, primers, etc., are manufactured in different sections of the country and are shipped to Government arsenals or shell-loading plants for final assembly and loading. The Women's Bureau estimates that women can efficiently carry on two-thirds to three-fourths of the operations involved in the manufacture of the various parts, as well as over half of the assembly operations.

In the fuse department, for example, women can take over most of the machine operations and also the assembly, inspection, and loading and packing of the fuses. An illustration of the extent to which women have been substituted for men in this type of production is found in the changes made in the mechanical time fuse department of a Government arsenal. Three years ago 98 percent of the force were men, but today the proportions are reversed, and 96 percent of the workers are women. These startling changes in personnel were aided by the introduction of large-scale mass-production techniques. Women were found to be much better adapted than men to the handling of small parts, and they were also better able to concentrate on work which requires considerable dexterity and patience. At the present time this arsenal is producing fuses at a greater rate per employee than ever before.

Aircraft.—The assembly of all types of aircraft provides vast new employment opportunities for women workers. The materials from which airplanes are built are light in weight. Their framework is constructed from thousands of small parts and pieces. There is therefore no department in the aircraft industry in which women cannot be employed to advantage. They work not only in the machine shop, on precision bench assembly, subassembly, in the electrical and radio departments, in the tooling division, and in the painting division, but are also assembling all parts of the fuselage until it is ready for the engine.

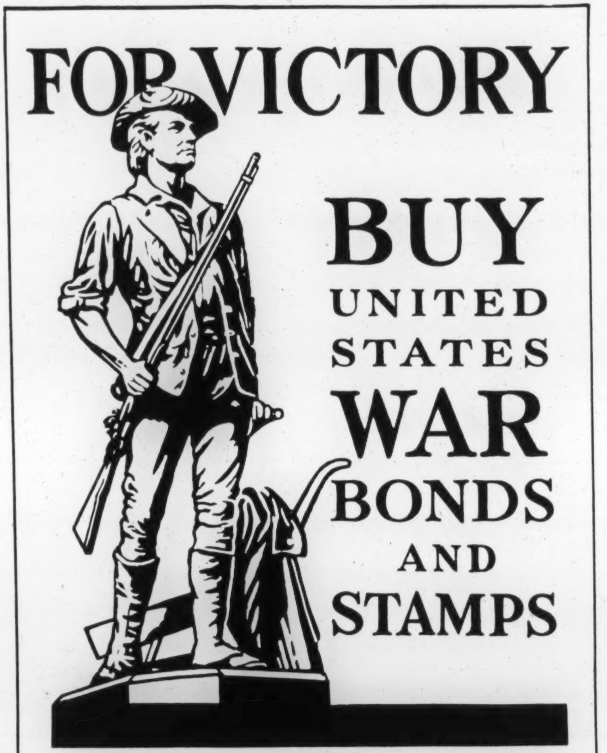
In contrast with small arms and munition plants, however, aircraft assembly factories have been reluctant to hire women except as necessity compelled them to search for new sources of labor supply. As late as January of this year, only about 6,000 women were employed in the aircraft assembly plants. Although the War Department recommended the employment of women in suitable occupations in aircraft plants as early as September 1941, it was not until after Pearl Harbor that the industry as a whole indicated a willingness to utilize women extensively. In several new plants now under construction, present plans call for an estimated employment of from 12,000 to 15,000 women in each. Another aircraft assembly plant expects to enlarge its present force of slightly more than 1,000 women to 10,000 by the end of the year.

Several aircraft plants which have been employing women for some time in the past indicate the wide range of activities women can perform if afforded the opportunity. In one of these plants, 500 women on the pay roll at the time representatives of the Women's Bureau visited the plant were being trained for skilled jobs and were taking courses in machine-shop operations, sheet metal work, blueprint reading, and inspection procedures. Many of these workers progressed from such simple jobs as filing burrs to the performance of much more complicated operations. Today women in the plant are not only employed on precision work in the machine shop and in the electrical and radio departments, but they are also assembling all parts of the fuselage until it is ready for the insertion of the engine. In another plant producing trainer planes, women saw, sand, and nail and glue together all the small wooden sections of the plane, and after the fabric is stretched over the wooden framework, they stitch the ribs and edges by hand. Women also install the radio and instrument boards.

Precision Instruments.—Unlike any previous war in history, this war demands huge quantities of precise and delicately constructed instruments vitally necessary for the accurate navigation of airplanes, ships, and submarines, and the accurate direction of gunfire, particularly in the case of antiaircraft batteries. It likewise calls for optical instruments, such as gunsights, periscopes, and binoculars, as well as for surgical and dental instruments of all kinds.

For many years the manufacture of precision instruments was carried out by skilled workers thoroughly familiar with all stages of production. The greatly increased demand for instruments, however, has resulted in the breaking down of the manufacturing process into a number of separate operations which require less all-round skill than was formerly needed. The present tendency to employ women on unskilled jobs only must therefore be abandoned. If given basic instruction in school and proper training within the factory, women can become skilled instrument workers, as shown by their work in many English factories.

In this country 17 factories in the East or Middle-West producing various types of instruments for military purposes were surveyed by the Women's Bureau. The number of women employed ranged from less than 10 to nearly 1,400 per plant, constituting from about 3 percent to almost 50 percent of the total labor force.



After the War—Full Employment*

Next perhaps to their determination to achieve a rapid and victorious end to the war, the American people are concerned with what is going to happen to business and employment conditions after the war. Business and farmers, wage earners, and professional employees alike fear a post-war industrial collapse, with millions of workers thrown into the street as a result of the demobilization of the Army and the shutdown of war industries. Many still recall the effects of World War I. They went through the brief boom of 1919, the sharp business decline of 1921, followed by the stock market speculation era of the twenties, and the business stagnation, unemployment, and misery of the thirties following the complete collapse in 1929. They are asking whether history will repeat itself, and whether we shall not be compelled to go through another era of economic stagnation and the suffering that comes with mass unemployment.

POST-WAR PLANNING

A recent pamphlet "After the War—Full Employment" by Alvin H. Hansen of the National Resources Planning Board, takes the position that with timely planning and with the effective cooperation of business, labor, farmers, and other economic groups with the Government this country need not necessarily repeat the horrible deflationary experiences of the last World War. We can avoid both a sharp boom in the months immediately following the war and forestall the long depression which generally comes after such a boom.

According to the National Resources Planning Board, the productive resources of this country will actually be on a considerably higher plane at the end of the war than when the war started. A larger proportion of our population will be trained to perform skilled or semiskilled jobs. The productive capacity of the machine industries will be greatly increased. There will therefore be the technical equipment, the trained and efficient labor, and the natural resources required to produce a substantially higher real income for civilian needs than ever achieved in the history of the United States.

With full employment and purchasing power maintained at a high level, private manufacturers, farmers, and wholesalers and retailers can and will supply the market with the goods demanded by the Nation. Private business can and will produce these goods at reasonable prices, provided full employment and the demand for goods can be sustained over a long period of time. It is therefore the responsibility of the Government in cooperation with business and labor to sustain such full employment and a constant demand for goods if a prolonged depression after the war is to be avoided.

WHAT MUST WE DO?

When the war is over, the Government cannot merely disband the several millions of soldiers to compete for jobs with the millions of other workers released from the factories and plants now engaged in the production of guns, airplanes, and other war equipment. The National Resources Planning Board takes the position that this country must develop a positive program to provide jobs either in private industry or on public projects to the workers who are to be released from the Army and war industries. Only such a constructive program can and will serve to invigorate private enterprise and induce manufacturers to operate at high output levels.

There is much that the Nation will need to produce after the war, partly to take up the slack in the production of consumers' goods caused by the present war effort and partly to help raise the standard of living for workers, farmers, and other economic groups. As the National Resources Planning Board states:

> We need improved manufacturing equipment to produce more and better goods at lower prices.
>
> We need to carry on extensive research in the laboratories of our great private corporations, in our universities, and in Government bureaus, to create new products and develop new processes.
>
> We need to rehabilitate and modernize our transportation system—by land, water, and air.
>
> We need continued advance in the techniques of production, distribution, and transportation; in short, in all those elements that enter into a higher standard of living.

**Based on a report under the same title issued in January 1942 by the National Resources Planning Board, Washington, D. C.*

We need to rebuild America—urban redevelopment projects, rural rehabilitation, low-cost housing, express highways, terminal facilities, electrification, flood control, reforestation. Many public developmental projects open fresh outlets for private investment.

We need a public health program, including expansion of hospital facilities.

We need a nutrition program.

We need higher educational standards in large sections of our country.

We need a program to improve and extend our cultural and recreational facilities.

We need an enrichment of the material and spiritual resources of our American way of life.

IT CAN BE DONE

Pearl Harbor has proved that the productive capacity of the country can be mobilized for war. With the exception of some unemployment or dislocation of employment caused by the complete conversion of a number of industries from civil to military production or by shortages of raw materials, the working population of the Nation is now fully employed in producing the airplanes, guns, and ships needed for the effective prosecution of the war. Indeed, the time is nearly here when not only a large proportion of women will be employed in factories and jobs producing war equipment, but we may even be confronted with a serious shortage of labor, both skilled and unskilled.

What must and is being done for war purposes can and must equally be achieved in times of peace. The only difference is that instead of devoting more than half of the Nation's energy and resources for war purposes, the Nation's productive effort will be concentrated on producing goods needed for civilian consumption.

Recent Trends in Factory Labor Turn-Over

In a time when every available worker must be fully employed and when every machine and piece of industrial equipment must be completely and effectively utilized in the war effort, it is of the utmost importance to eliminate or reduce to an absolute minimum the needless and wasteful movement of workers from job to job and from industry to industry. Such movement or "turnover" of workers means lost time and lost production which can never be recovered. Often it also means lost wages for the men and women involved in the changes. Moreover, in many instances, this migration or turn-over of workers results, at least temporarily, in reduced efficiency and productivity, as workers require time and occasionally even additional training to adapt their skills to the operation of new or different machines and to familiarize themselves with plant processes and routine.

To follow the fluctuations and shifts in industrial employment, the Bureau of Labor Statistics for more than a decade has been collecting and analyzing each month reports on "labor turn-over" in a number of large manufacturing industries which employ on the average approximately 4 million workers. These surveys reveal, on the one hand, the rate at which new workers or rehired workers are added to industry pay rolls, and, on the other hand, the rate of separations from industry pay rolls caused by workers quitting their jobs, being laid off, discharged, or otherwise removed from the pay roll.

The tremendous expansion in industrial activity which has taken place in the last 2 years in the United States has completely reversed the trend in factory hirings and separations which prevailed during the economic depression of the early 1930's, when few workers quit their jobs and hundreds of thousands were either temporarily or permanently laid off. In recent months, lay-offs of workers, except in certain industries adversely affected by the war, have sharply declined. In contrast, the number of workers reported to have quit their jobs of their own volition—presumably to accept more attractive jobs in other plants or industries—has risen markedly. For example, averaged over the 12 months of 1941, about 20 out of every 1,000 employed factory wage earners voluntarily left their jobs. This was at a rate more than twice as great as the average for the preceding year or the period 1933–39.

Most of these workers sought and obtained employment in the rapidly expanding war industries, notably in shipyards, aircraft factories, and mills and shops producing other military goods and supplies. Thus, in the aircraft industry during 1941, the monthly accession rate, that is the number of workers added each month for every 1,000 on the job, averaged in excess of 100. In July the industry attained a peak rate of accession of 127. This compares with an average monthly hiring rate during 1937 of approximately 40 workers per 1,000 on the pay roll.

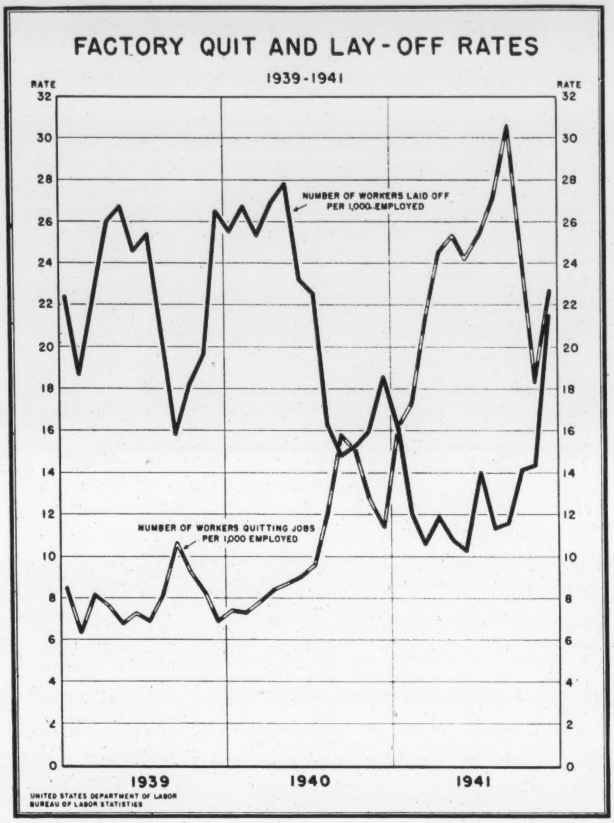
In the shipbuilding industry last year new workers were being added at the average rate of 140 per 1,000 employed. At one time during the year a peak rate of 182 was reached, as compared with a monthly average rate of hiring of 40 workers for each 1,000 employed in shipyards in 1937.

A special study of the Bureau of Labor Statistics to ascertain where a group of large shipyards on the Atlantic coast obtained their skilled workers revealed that during the first 6 months of 1941 almost one-quarter of the new workers hired were drawn from manufacturing industries, slightly more than one-quarter from the ranks of unemployed, and the remainder had been previously employed in a wide variety of jobs in nonmanufacturing industries or had been self-employed. Of those attracted from other factory jobs, some had left shipyards, ordnance establishments, or other essential war industries to obtain a more desirable war job.

Unless absolutely necessary to meet critical shortages of workers and unless properly directed by Government agencies, such as the Employment Service, this type of labor turn-over or migration from one important war industry to another represents a waste of manpower which must be avoided if maximum output of essential military goods is to be attained. The shipbuilding stabilization program drawn up last summer by shipbuilders, organized labor, and the Government provided some ways and means of meeting this difficulty in the shipbuilding industry. Among other objectives, this program calls for the payment of equitable and uniform rates of pay in the various shipbuilding centers. This practice serves to reduce the wasteful movement of workers from one shipyard to another in search of a higher rate of wages, as well as the equally wasteful practices by employers of "labor pirating." Such practices were particularly common in this industry during the first World War, when many employers offered special inducements for workers to quit their jobs in a rival shipyard and come and work for them.

To obtain a more detailed picture of the factors involved in the separation of workers from pay rolls, the Bureau of Labor Statistics classifies the total separations from the labor force into four groups—workers who voluntarily quit their jobs, those who are laid off, those discharged, and those separated for any other cause.

During the past year and a half, the "quit" rate has moved sharply upward, reflecting in large part the confidence of workers in their ability to improve their status by leaving their present job for one with brighter prospects, higher earnings, or more rapid advancement. Many of these jobs have been in war industries.



The lay-off of workers by employers, on the other hand, began to decline about the time the United States first announced its large-scale defense program. With the rising tide of industrial activity from the summer of 1940 to the autumn of 1941, the rate of lay-offs in manufacturing industries decreased sharply. Toward the end of last year, however, lay-offs again rose, due to a variety of factors. The most important of these were the curtailment of employment in industries producing certain kinds of consumer goods and in industries temporarily reducing or suspending operations pending the conversion of their plant facilities to the production of war materials.

Business Profits in 1941

On the whole, 1941 was the most profitable year in more than a decade in the annals of American industry and business. A sample of the earnings of 1,128 industrial, mercantile, and public utility companies compiled by the Federal Reserve Bank of New York indicates that the net profits of these companies, that is their profits last year after setting aside funds for the payment of normal and excess-profit taxes, totaled more than 3.7 billion dollars. This was an increase of 23 percent over the net profits of the identical companies in 1940. It was also a gain of about 30 percent over 1937, which for most industries had been the most profitable year of operation since the late 1920's.

Practically all of the corporation groups included in the study reported substantially higher net profits in 1941. Increases in net profits of 50 percent or more were recorded by the aircraft manufacturing, leather and shoe, petroleum, and railroad and ship transportation groups. The most outstanding of these gains were registered by the 137 class I railroads. Their combined 1941 net income was slightly more than $500,000,000, or two and one-half times as large as in 1940.

Other groups also reported substantial increases in net profits in 1941 over and above the large advances in profits recorded in the preceding year. The 112 companies manufacturing machine tools, agricultural implements, and other types of machinery included in the sample reported a 33-percent rise in profits, and the 54 iron and steel companies increased their combined net profits by 16 percent. The combined net profits of 13 large automobile manufacturing companies were 8 percent greater than in 1940, while 53 auto parts and accessories manufacturers reported a 24-percent rise in profits.

Profits of 410 durable-goods companies rose 18 percent. The 435 nondurable-goods and service companies included in the sample increased their aggregate 1941 profits by 16 percent.

A few groups, notably electrical equipment and aircraft transportation, registered net profits which were at about the same level as in 1940. Profits of the telephone and tobacco companies included in the sample were not quite as large as in 1940.

Comparison with 1937.—The largest increases in earnings in 1941 as compared with 1937 occurred in industries most directly affected by the war. Thus, profits of 13 companies manufacturing airplanes advanced tenfold, while 4 shipbuilding companies, which in 1937 had combined profits of only $100,000, last year reported profits of $10,000,000. Net profits of the steel companies covered in the sample were about 37 percent higher than in 1937. Among the nondurable-goods manufacturing industries, 23 clothing and apparel companies more than doubled their combined 1937 profits, and the net earnings of the leather and shoe and rubber manufacturing groups were almost twice as great in 1941 as in 1937. On the other hand, a few industry groups, notably the petroleum and metal and glass container industries, had lower aggregate net profits in 1941 than in 1937.

Net profits in 1941 and 1940

[Compiled by Federal Reserve Bank of New York]

Corporation groups	Number of companies	1941	1940
		Millions of dollars	*Millions of dollars*
Total	1, 128	3, 729. 3	3, 013. 2
Advertising, printing, and publishing	13	18. 8	17. 8
Aircraft manufacturing	13	65. 4	42. 5
Automobiles	13	260. 1	240. 5
Auto parts and accessories	53	81. 0	65. 2
Building materials	69	116. 2	102. 7
Chemicals	35	193. 9	180. 2
Containers (metal and glass)	8	40. 8	39. 0
Copper and brass fabricators	8	17. 5	12. 0
Drugs, cosmetics, and soap	20	70. 8	60. 9
Electrical equipment	32	131. 8	131. 7
Food products	74	227. 5	201. 6
Household supplies	35	34. 7	31. 1
Leather and shoes	11	8. 4	4. 8
Machinery and accessories	112	213. 6	160. 2
Mining	54	205. 4	184. 7
Motion pictures	7	16. 0	13. 0
Paper and paper products	34	37. 2	29. 0
Petroleum	42	209. 4	134. 3
Public utilities (*net income*)	59	264. 5	253. 6
Railroad equipment	18	47. 9	36. 9
Retail trade	60	180. 7	170. 5
Rubber and tires	9	49. 7	38. 9
Shipbuilding	4	10. 0	8. 9
Steel and iron	54	335. 9	289. 4
Telephone (*net income*) [1]	33	196. 0	202. 0
Textiles	54	51. 3	34. 9
Tobacco	18	83. 4	93. 8
Transportation:			
Aircraft	6	4. 3	4. 3
Railroads, class I (*net income*)	137	501. 7	185. 1
Shipping	5	9. 9	6. 4
Miscellaneous	38	45. 5	37. 3

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[1] *Excludes dividends received by American Telephone & Telegraph Co.*

Business and Economic Conditions in February 1942

National Income.—Income payments in February 1942 totaled 7,950 million dollars, according to the Department of Commerce. This compares with 8,420 million dollars in the preceding month and 6,450 million dollars in February 1941.

Farm Income.—February cash income of farmers including Government payments aggregated 887 million dollars, as against 1,098 million dollars in January and 632 million dollars in February a year ago.

Bituminous Coal.—About 43,840,000 tons of bituminous coal were mined in February. Output totaled 48,540,000 tons in January and 41,700,000 tons in February 1941.

Building Construction.—The total value of building permits issued in 2,480 cities rose to approximately $258,200,000 in February, as against $170,260,000 in the preceding month. In February 1941 these same cities issued permits valued at $189,230,000.

Cotton Consumption.—Textile mills used more than 893,700 bales of cotton in February. This was slightly less than the 946,000 bales consumed in the preceding month but was considerably above the 793,400 bales used in February of last year.

Electric Power.—Output of electric power for public use in February totaled 13,810 million kilowatt-hours—1,540 million kilowatt-hours less than in January, but 3,330 million kilowatt-hours more than in February 1941.

Railroad Freight-Car Loadings.—On the average, class I railroads hauled 780,700 cars of freight per week in February. This was slightly higher than the 771,700 cars per week reported for the preceding month and substantially above the 716,600 cars per week in February a year ago.

Steel—About 6,525,000 tons of steel ingots were produced in February, compared with 7,129,000 tons in the preceding month and 6,238,000 tons in February 1941.

Trend of Industrial Production

Further advances in output of durable-goods industries brought the Federal Reserve Board's seasonally adjusted index of industrial production for February to a point 20 percent above February a year ago and 73 percent above the level of the 5 years 1935–39. Production of nondurable-goods industries and of mines continued at the relatively high levels reached last autumn.

In the machinery and transportation-equipment industries, now primarily engaged in armament production, activity continued to advance rapidly. Output of cotton-textile mills and chemical factories rose again in February, also largely as a result of military orders. Meat-packing establishments reported little change in activity from the high rate reached in January.

Industrial Production Adjusted Index

1935–39=100

1942	
February	[1] 173
January	171
1941	
December	168
November	166
October	163
September	161
August	160
July	160
June	159
May	154
April	144
March	147
February	144

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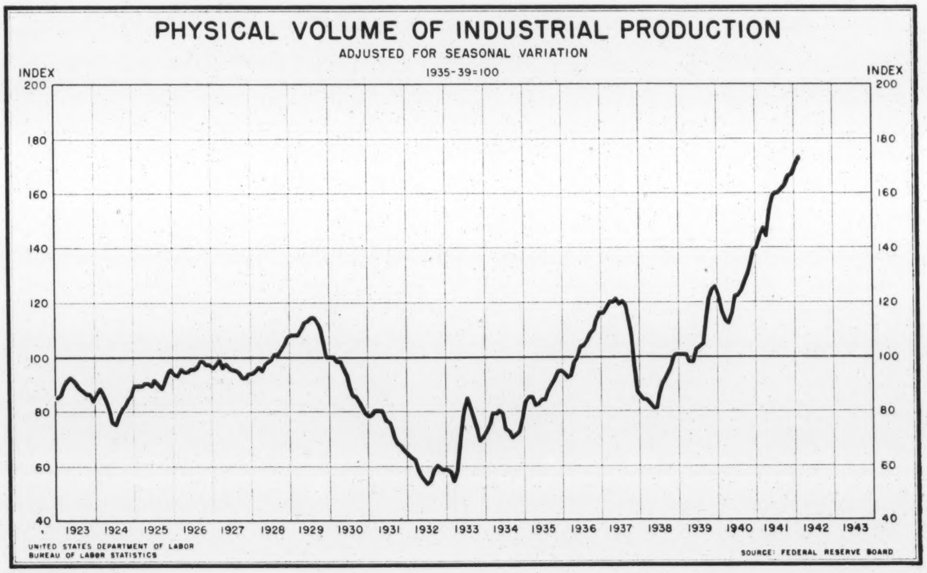
[1] *Preliminary.*



PHYSICAL VOLUME OF INDUSTRIAL PRODUCTION

ADJUSTED FOR SEASONAL VARIATION

1935-39=100

UNITED STATES DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS

SOURCE: FEDERAL RESERVE BOARD

Employment and Pay Rolls in February 1942

Further seasonal reductions in employment in wholesale and retail trade, private construction, mining, and transportation and public utilities more than offset the small gains in employment in manufacturing and in Federal, State, and local Government services. As a result, total nonagricultural employment of 39,840,000 in February was 29,000 smaller than in the preceding month. It was, however, nearly 2,400,000 larger than in February 1941.

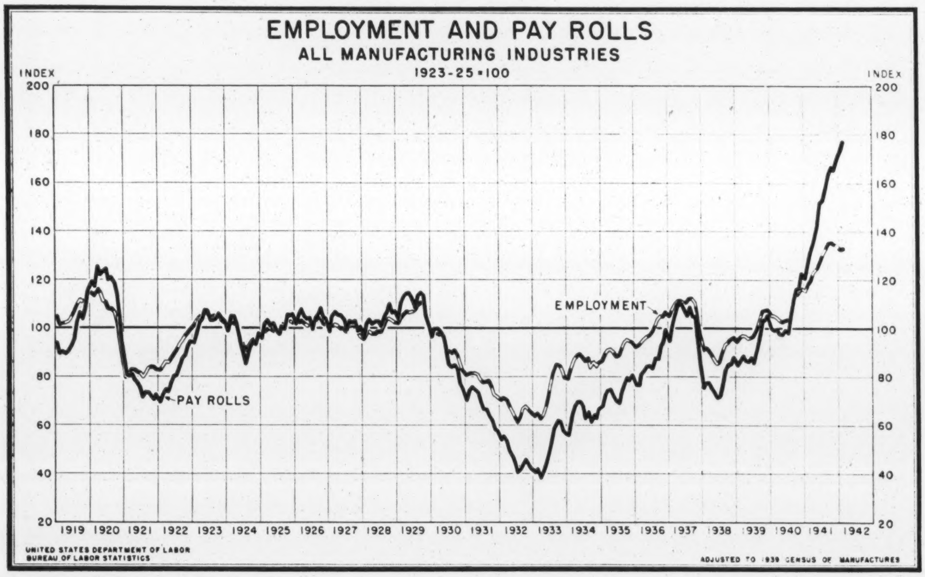
PRIVATE EMPLOYMENT

Manufacturing.—Due primarily to problems of plant conversion and scarcity of raw materials, the February upturn in factory employment was not as pronounced as usual. In durable-goods industries, employment increases of 37,900 in machinery manufacturing and 2,700 in nonferrous metals more than offset slight declines in the remaining durable-goods groups, and employment for the group as a whole advanced 7,000. In the nondurable-goods industries combined, approximately 36,000 more workers were employed in February than in the preceding month. Seasonal gains occurred in such industries as women's clothing, men's clothing, leather boots and shoes, cotton goods, fertilizers, and cigars and cigarettes. Restrictions on the use of raw materials affected the rate of activity in the manufacture of woolen and worsted goods, carpets and rugs, rubber tires and tubes, and hosiery, where employment reached the lowest level since January 1934.

Total weekly payments to employed factory workers rose $6,375,000, or about 2 percent in February. They were 39.5 percent higher than in February 1941. Based on the 1923–25 average as 100, the Bureau of Labor Statistics pay-roll index stood at 176.9 in February, as against 173.5 in January and 126.8 in February 1941. The employment index shows that for every 1,000 workers employed in manufacturing industries during 1923–25, 1,329 were so employed in February 1942, as against 1,324 in the preceding month.

Nonmanufacturing.—Among the mining industries slightly larger than seasonal decreases in employment occurred in crude-petroleum producing and quarrying and nonmetallic mining. Anthracite and bituminous-coal mines also employed fewer workers. Employment in metal mines rose slightly, but for the mining group as a whole approximately 17,000 fewer workers were employed than in January.

Retail dealers in the automotive field reported a substantial decrease in employment, and for the wholesale and retail trade group as a whole, employment declined by 65,000 during the month. Fewer workers were also employed in the telephone and telegraph and the electric light and power industries. Street railway and bus companies re-



Factory Employment Index

1923–25 = 100

1942	
February	[1] 132.9
January	132.4
1941	
December	134.3
November	134.8
October	135.4
September	135.2
August	133.1
July	130.6
June	127.9
May	124.9
April	122.6
March	119.9
February	117.8
January	115.5

[1] Preliminary.

ported a slight rise in employment, but total employment for the transportation and public utility group was 9,000 smaller than in January. Adverse weather conditions in some sections of the country largely accounted for a drop in employment of 26,000 building-trades workers in private construction.

PUBLIC EMPLOYMENT

Federal work relief programs in February continued the curtailment in activities which started a year ago. Over the month interval, January to February, employment declined 43,700 in N. Y. A. student work programs, 7,400 in N. Y. A. out-of-school programs, and 9,200 in the Civilian Conservation Corps. The W. P. A., however, reported an increase of 4,900 workers.

C. C. C. and N. Y. A.—Employment in the Civilian Conservation Corps declined to 130,300 in February, compared with 312,000 a year ago. Wage payments to enrolled workers, camp supervisors, and instructors totaled $6,390,000 this February, as against $13,730,000 in the corresponding month of 1941. N. Y. A. projects in February employed 493,100 boys and girls, whose total earnings for the month amounted to approximately $7,270,000.

Federal Service.—Of the 54,300 employees added to the staff of the executive branch of the Federal Government in February, 9,900 were located in the District of Columbia and 44,400 were assigned jobs in other parts of the country. Total employment in the executive branch rose to 1,757,000 in February. The legislative branch employed 6,300 persons, and the judicial branch 2,600.

Construction Projects.—Employment and earnings in construction projects financed wholly or in part from Federal funds in February were:

Project	Employment	Earnings
All construction projects	1, 171, 900	$199, 146, 000
Regular Federal Government appropriations	1, 106, 500	188, 850, 000
Reconstruction Finance Corporation	37, 000	6, 580, 000
U. S. Housing Authority	25, 300	3, 375, 000
Public Works Administration	2, 000	238, 000
Defense Public Works	1, 100	103, 000

Work Projects.—February employment on projects of the Work Projects Administration totaled 1,028,600. Of this number it is estimated that 327,800 were employed on defense projects. Total pay rolls for the month aggregated $58,600,000. A year ago, W. P. A. projects provided jobs to 1,960,000 persons who earned $216,000,000.

Estimated employment and pay rolls in manufacturing industries

[February 1942, January 1942, and February 1941]

Industry	Number of workers employed			Amount of weekly pay roll		
	February 1942 [1]	January 1942 [2]	February 1941	February 1942 [1]	January 1942 [2]	February 1941
All industries [3]	**10, 489, 700**	**10, 446, 700**	**9, 296, 600**	**$335, 620, 000**	**$329, 247, 000**	**$240, 631, 000**
Durable-goods groups [3]	*5, 529, 700*	*5, 522, 700*	*4, 660, 000*	*208, 903, 000*	*205, 096, 000*	*139, 555, 000*
Iron and steel	1, 217, 200	1, 222, 600	1, 115, 500	45, 502, 000	44, 432, 000	34, 823, 000
Machinery	1, 678, 000	1, 640, 100	1, 270, 200	70, 246, 000	67, 917, 000	42, 148, 000
Transportation equipment	1, 165, 300	1, 183, 000	885, 800	55, 843, 000	56, 570, 000	32, 871, 000
Nonferrous metals	362, 700	360, 000	335, 900	13, 193, 000	12, 967, 000	9, 922, 000
Lumber	669, 800	673, 100	654, 800	15, 529, 000	14, 966, 000	12, 917, 000
Stone, clay, glass	326, 000	333, 300	304, 500	9, 195, 000	8, 838, 000	7, 279, 000
Nondurable-goods groups [3]	*4, 960, 000*	*4, 924, 000*	*4, 636, 600*	*126, 717, 000*	*124, 151, 000*	*101, 076, 000*
Textiles	1, 838, 400	1, 805, 400	1, 793, 200	40, 275, 000	37, 955, 000	32, 890, 000
Leather	328, 100	319, 700	313, 500	8, 010, 000	7, 488, 000	6, 392, 000
Food	882, 400	898, 400	791, 600	22, 688, 000	23, 452, 000	18, 143, 000
Tobacco	90, 800	87, 800	88, 200	1, 612, 000	1, 618, 000	1, 372, 000
Paper and printing	657, 100	662, 200	621, 900	20, 136, 000	20, 288, 000	17, 407, 000
Chemicals	506, 600	495, 100	425, 800	17, 238, 000	16, 738, 000	11, 998, 000
Rubber	132, 800	133, 900	135, 200	4, 283, 000	4, 370, 000	3, 999, 000
Unclassified	523, 800	521, 500	467, 200	12, 475, 000	12, 242, 000	8, 875, 000

[1] *Preliminary.*

[2] *Revised.*

[3] *Major groups adjusted to 1939 Census of Manufactures. Because the subgroups have not been similarly adjusted, and because of overlapping, the totals of the subgroups under durable goods do not agree with the total for the group as a whole.*

Hours of Work and Earnings in Manufacturing Industries

The average workweek in manufacturing industries continued to rise in February. For all employed factory workers combined, the average of 42 hours per week was about ½ hour per week longer than in January and more than 2 hours per week longer than in February 1941. Average hourly earnings of 80½ cents was approximately the same as in the preceding month and 11½ cents an hour higher than in February a year ago. Weekly earnings in February averaged $35.75—65 cents per week more than in January and $6.90 per week more than in February of last year.

In the five selected durable- and nondurable-goods manufacturing industries, average weekly hours of work and average hourly and weekly earnings in February 1942 were:

Durable-goods manufacturing

Weekly hours:
- 47.5 in aircraft.
- 47.5 in foundries and machine shops.
- 40.5 in blast furnaces and rolling mills.
- 40.0 in sawmills.
- 38.5 in brick manufacturing.

Hourly earnings:
- $0. 99 in blast furnaces and rolling mills.
- $0. 95 in aircraft.
- $0. 88 in foundries and machine shops.
- $0.67½ in brick manufacturing.
- $0.58½ in sawmills.

Weekly earnings:
- $44.80 in aircraft.
- $42.00 in foundries and machine shops.
- $40.20 in blast furnaces and rolling mills.
- $26.10 in brick manufacturing.
- $23.30 in sawmills.

Nondurable-goods manufacturing

Weekly hours:
- 43.5 in paper and pulp.
- 41.0 in cotton-goods manufacturing.
- 39.5 in boots and shoes.
- 39.0 in petroleum refining.
- 39.0 in slaughtering and meat packing.

Hourly earnings:
- $1.10½ in petroleum refining.
- $0.78½ in slaughtering and meat packing.
- $0.76½ in paper and pulp.
- $0.63 in boots and shoes.
- $0.51 in cotton-goods manufacturing.

Weekly earnings:
- $42.65 in petroleum refining.
- $33.30 in paper and pulp.
- $30.70 in slaughtering and meat packing.
- $25.10 in boots and shoes.
- $20.80 in cotton-goods manufacturing.

Employment, Pay Rolls, Wages, and Hours, in Selected Nonmanufacturing Industries

Item	February 1942 [1]	Increase or decrease	
		January 1942 to February 1942	February 1941 to February 1942
Retail trade		*Percent*	*Percent*
Employment	3, 611, 200	−1. 3	+4. 0
Weekly pay roll	$81, 957, 000	−1. 3	+10. 5
Weekly hours	42. 5	+. 1	−1. 4
Hourly earnings	$0. 60	+. 3	+8. 2
Weekly earnings	$23. 65	(2)	+6. 3
Wholesale trade			
Employment	1, 513, 500	−. 7	+3. 1
Weekly pay roll	$53, 951, 000	+1. 5	+14. 5
Weekly hours	41. 5	+1. 1	+2. 2
Hourly earnings	$0. 84	+1. 0	+7. 9
Weekly earnings	$34. 60	+2. 2	+11. 1
Bituminous coal			
Employment	433, 000	−. 7	+4. 2
Weekly pay roll	$13, 066, 000	+1. 0	+30. 2
Weekly hours	31. 5	+. 5	+4. 5
Hourly earnings	$1. 07	+1. 2	+19. 3
Weekly earnings	$33. 30	+1. 7	+24. 9
Metal mining			
Employment	88, 800	+. 1	+10. 0
Weekly pay roll	$3, 230, 000	+4. 4	+37. 3
Weekly hours	44. 5	+3. 3	+7. 8
Hourly earnings	$0. 87	+1. 0	+15. 5
Weekly earnings	$38. 65	+4. 3	+24. 8
Telephone and telegraph			
Employment	452, 300	−. 8	+10. 9
Weekly pay roll	$15, 241, 000	−. 1	+15. 9
Weekly hours	39. 5	−1. 3	+. 5
Hourly earnings	$0. 83	+2. 0	+3. 8
Weekly earnings	$32. 90	+. 7	+4. 4
Power and light			
Employment	248, 600	−1. 5	+. 6
Weekly pay roll	$9, 410, 000	−1. 2	+7. 3
Weekly hours	40. 0	−. 2	+. 9
Hourly earnings	$0. 94	+. 7	+5. 8
Weekly earnings	$37. 60	+. 4	+6. 6
Street railways and busses			
Employment	197, 800	+. 2	+3. 8
Weekly pay roll	$7, 774, 000	+3. 8	+17. 6
Weekly hours	48. 0	+3. 5	+5. 0
Hourly earnings	$0. 79	+. 3	+7. 7
Weekly earnings	$38. 65	+3. 5	+13. 3
Hotels			
Employment	274, 900	+. 1	+. 4
Weekly pay roll	$4, 567, 000	+. 7	+7. 0
Weekly hours	45. 5	−. 6	(2)
Hourly earnings	$0. 37	+1. 6	+7. 3
Weekly earnings	$16. 80	+. 6	+6. 6
Laundries			
Employment	248, 200	−1. 2	+6. 3
Weekly pay roll	$4, 449, 000	−1. 5	+14. 0
Weekly hours	43. 0	−. 4	−. 9
Hourly earnings	$0. 46	(2)	+7. 9
Weekly earnings	$19. 85	−. 3	+7. 3
Dyeing and cleaning			
Employment	64, 200	−. 2	+8. 1
Weekly pay roll	$1, 239, 000	−. 8	+15. 4
Weekly hours	41. 5	−. 6	−1. 1
Hourly earnings	$0. 54	+. 6	+8. 8
Weekly earnings	$21. 80	−. 6	+6. 7

[1] *Preliminary.*

[2] *No change.*

Cost of Living in March 1942

Between the middle of February and the middle of March average living costs for wage earners and lower-salaried workers in large cities rose 1.2 percent. Since the outbreak of World War II the cost of living, averaged for the 34 large cities regularly covered by the Bureau of Labor Statistics, has increased about 16 percent.

Retail food costs advanced in all of the cities covered by the Bureau of Labor Statistics survey. Prices of pork, fruit, and canned vegetables rose sharply. Butter and eggs were seasonally lower, and several fresh vegetables also dropped as new supplies came on the market. However, the family food bill, on the average, increased 1.5 percent from February to March.

EFFECT OF WAR ON INDEX

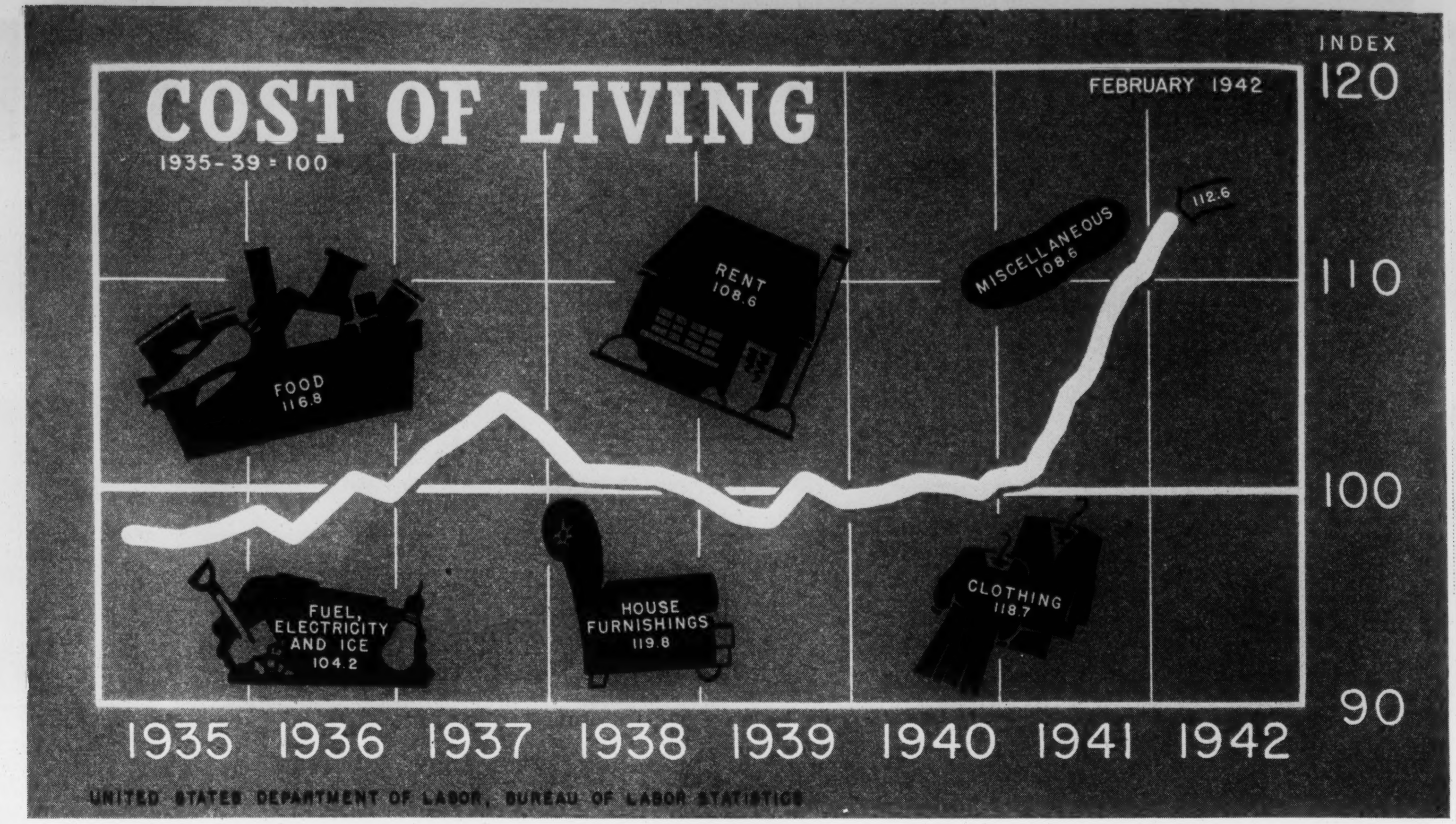
In normal times, when price changes are comparatively small and are more or less evenly distributed throughout the country, there is very little variation between the month-to-month changes in the total cost of living index and the changes in the indexes of the 34 separate cities which are used to make up the total. It is true that even in normal times local and seasonal factors may cause some prices to rise in certain sections of the country while remaining stable or even declining in other sections. Such changes, however, are, as a rule, rather small and do not affect the representativeness of the cost of living index for the country as a whole.

The large increases in wholesale and retail prices since the beginning of the war in September 1939 and the large concentration of war-production activities in certain parts of the country has greatly widened the spread between the changes indicated by the total cost of living index for the country as a whole and the changes which have actually occurred in the different cities. For instance, during the nearly 2½-year period from August 1939 through December 1941, the cost-of-living index for the 34 cities combined which are covered by the Bureau of Labor Statistics increased 12.1 percent. An examination of the changes in the cost of living which were registered in the separate cities during the same period show that in some of these cities the cost of living has risen considerably less and in other cities considerably more than indicated by the average for the 34 cities combined.

In New York City the cost of living index has advanced less than 10 percent. In Kansas City, Houston, Denver, Minneapolis, Philadelphia, Washington, D. C., Boston, Los Angeles, and Portland, Maine, the advance during the same period was less than 12 percent. In contrast with these cities, Mobile, Ala., registered during the same period an advance in the cost of living of 18 percent; Norfolk, 17.9 percent; Jacksonville, Fla., 16.0 percent; Birmingham, Ala., 15.6 percent; Indianapolis, 15.6 percent; and Buffalo, 15.0 percent. Increases of between 13 and 15 percent were recorded in Savannah, Ga., Seattle, Detroit, Baltimore, New Orleans, Portland, Oreg., Memphis, Cincinnati, Cleveland, and Manchester, N. H. In other words, while the changes in the total cost of living index for the large cities combined published by the Bureau of Labor Statistics indicate the general trend in the total costs of the goods and services purchased by wage earners' families, they do not necessarily measure precisely the changes in the cost of living that have occurred in any particular city or community.

Small Cities.—It is also important to emphasize that the Bureau of Labor Statistics regular cost of living index covers large cities only. Again, in normal times there may be only a comparatively small variation between the changes in the cost of living in large cities and the corresponding changes in smaller communities. This situation, too, has been considerably modified as a result of the war. A study by the Bureau of Labor Statistics of the changes in the cost of living in 11 small cities shows an average increase in the cost of living in these towns between June 1939 and December 1941 of 13.7 percent, but this average is again not strictly representative of any of the small cities covered in the study. In some cities, for instance Bloomington, Ind., Oswego, N. Y., Vineland, N. J., and Walla Walla, Wash., the increases in the cost of living were substantially lower than the 13.7 percent average for the 11 cities. On the other hand, during the same period, Chester, S. C., registered an increase in the cost of living of 16.5 percent: Clinton, Iowa, 15.9 percent, Battle Creek, Mich., 15.7 percent and Lebanon, Pa., 14.6 percent.

(Continued on next page)



Defense Cities.—A special survey by the Bureau of Labor Statistics of the changes in the cost of living of five defense cities indicates that in such areas the advance in the cost of living was greater than in cities with a smaller amount of war production activities. Between October 1939 and January 1942, the cost of living advanced 17.4 percent in Gadsden, Ala., 16.8 percent in South Bend, Ind., 16.7 percent in San Diego, Calif., 14.8 percent in Bridgeport, Conn., and 14.5 percent in Corpus Christi, Tex. These increases in the cost of living in the five defense cities are more in line with the cost of living advances in such important large cities as Seattle, Birmingham, Mobile, and Detroit than with the average increase for the 34 large cities regularly covered in the Bureau of Labor statistics cost of living index. In other words, while the effect of the war has been to raise the cost of living for the country as a whole, the increase has not been uniform. By and large, the metropolitan cities have been relatively less affected by the expansion of war industries, and the advance in the cost of living in these cities has been relatively slow. The steepest advances occurred in the moderate and smaller cities with the greatest expansion of war production activities.

Cost of living in 21 large cities

Area and city	Index as of March 15, 1942 (1935-39=100)	Percentage increase—		
		Feb. 15, 1942, to March 15, 1942	March 15, 1941, to March 15, 1942	Aug. 15, 1939, to March 15, 1942
Average for 34 cities	114. 3	1. 2	12. 9	15. 9
North Atlantic:				
Boston	111. 6	. 5	12. 2	14. 9
Buffalo	117. 8	1. 4	14. 6	19. 6
New York	112. 0	. 9	10. 3	13. 1
Philadelphia	112. 8	1. 4	13. 3	15. 3
Pittsburgh	113. 8	. 9	12. 2	15. 7
South Atlantic:				
Baltimore	116. 7	1. 6	15. 0	18. 2
Savannah	118. 4	1. 5	16. 5	19. 2
Washington, D. C	113. 5	1. 4	12. 5	15. 1
North Central:				
Chicago	113. 7	1. 2	12. 0	15. 2
Cincinnati	114. 4	1. 6	13. 8	17. 6
Cleveland	117. 0	1. 6	13. 7	17. 0
Detroit	117. 1	1. 5	14. 7	18. 9
Kansas City	112. 9	1. 6	13. 8	14. 5
Minneapolis	114. 3	1. 4	11. 9	14. 6
St. Louis	114. 8	1. 7	13. 6	17. 0
South Central:				
Birmingham	117. 3	. 8	15. 5	19. 1
Houston	115. 3	1. 1	12. 7	14. 5
Western:				
Denver	113. 2	1. 3	13. 3	14. 8
Los Angeles	116. 5	1. 7	13. 7	15. 9
San Francisco	115. 7	1. 3	13. 0	16. 5
Seattle	119. 6	1. 4	16. 1	19. 2

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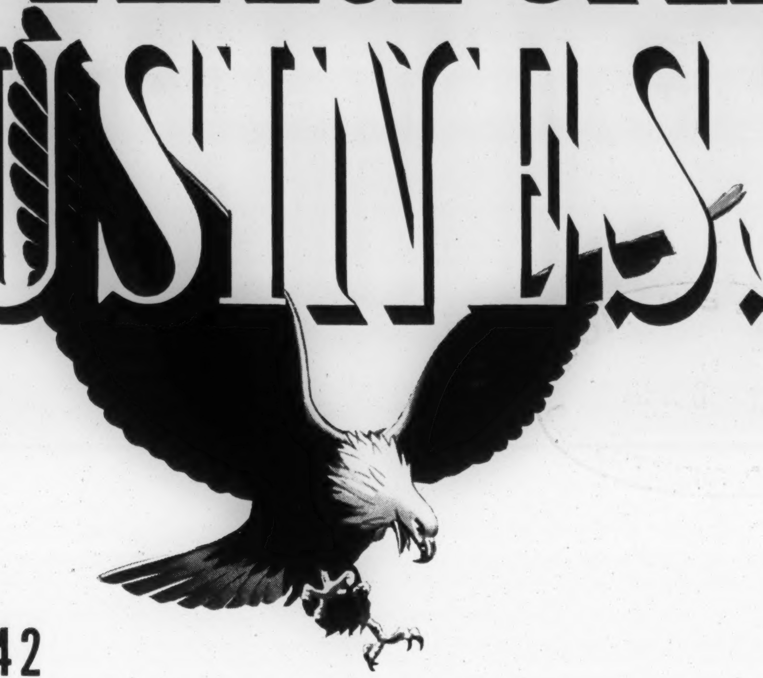
AMERICAN BUSINESS



APRIL 1942

What About WPB's Production Drive

More Speed in Payroll Handling

Where to Look for War Contracts

New Jobs for Women in Industry

Selling—When the War Is Over

BETTER THROUGH BETTER METHODS

Masterpieces of *Fashion Advertising* are printed on Levelcoat* Printing Papers!

TODAY, nearly all advertisers are cooperating in the conservation of paper. To this end they strive for the utmost effectiveness of each printed unit. Consider the direct advertising of manufacturers of women's wear, for example. These manufacturers now demand catalogs, circulars and brochures that sell on sight! Reproductions must do full justice to products. Type must be printed clear-cut for easy readability. Manufacturers of women's wear, like many other successful advertisers, use Levelcoat* papers.

Fine printed results are obtained with Levelcoat papers because the properly prepared and balanced virgin groundwood content as well as coating materials are compounded and blended to give definite printing advantages. Levelcoat papers are characterized by remarkable opacity, and smooth, lustrous surfaces. Levelcoat new-formula papers allow printing with a "kiss" impression of type or engraving; a printing method that conserves inks and makes blacks and colors "sing"! These features, plus the surprisingly low cost, are the reasons why more and more advertisers turn to Levelcoat papers for finest printed results.

COMPARE LEVELCOAT QUALITY!

A

B

"A" is a diagram of greatly enlarged edge of old-style manufactured printing paper. Compare with "B". "B" is a diagram of greatly enlarged edge of sheet of Levelcoat paper. Note the comparative smoothness of Levelcoat paper. This smoothness is obtained by *new and exclusive* processes and is the secret of the unexcelled printed results obtained with Levelcoat printing papers.

Trufect* For Highest-Quality Printing

Kimfect* Companion to Trufect at lower cost

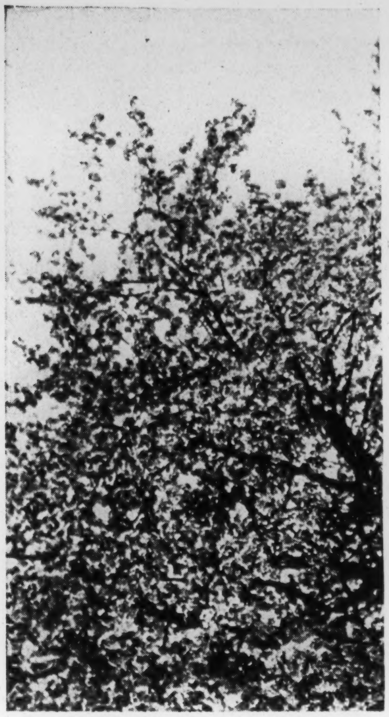
Multifect* For volume printing at a price

Levelcoat Papers

KIMBERLY-CLARK CORPORATION, *Manufacturers* • *Established 1872* • NEENAH, WISCONSIN

NEW YORK: 122 East 42nd Street • CHICAGO: 8 South Michigan Avenue • LOS ANGELES: 510 West 6th Street

*TRADE MARK



Next Month

The problem of the smaller manufacturer obtaining war work is acute, and to help these business men American Business has already published three articles concerning pool plans operating in different localities. In May we will tell you of another plan whereby a group of manufacturers has formed a corporation which obtains war contracts. Each company then acts as a department of the parent corporation, doing the part of the order it is best suited to perform.

A second article on women in industry, discussing the special problems working women present, such as revisions of rules and regulations, hygienic conditions, union affiliations, and legal problems involved, will appear next month.

Another story will tell about the trade school opened in 1941 by a Midwest company to meet the increased demand for arc welders caused by the war production program.

Keep 'Em Flying

AMERICAN BUSINESS

Combined with System

ESTABLISHED 1900

APRIL 1942

VOLUME 12, NUMBER 4

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$3.00 a Year; Single Copies, 35 Cents

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Entered as second class matter February 18, 1937, at the post office at Chicago, Ill., under act of March 3, 1879

SOUND-SLIDEFILMS FOR SALES TRAINING

The Dartnell Corporation now has available three outstanding sound-slidefilms for sales training, sales meetings and for showing as a feature at sales conventions. The films now available are as follows:

"STRATEGY IN SELLING"

Based on the Dartnell manuals of the same name these sound-slidefilms dramatize the fundamentals of industrial and specialty salesmanship. Titles of the seven films are:

1. Planning the Sale
2. Getting Better Interviews
3. Making the Presentation
4. Disposing of Objections
5. Closing the Sale
6. Managing Your Time
7. The Way to Leadership

"RETAIL SALESMANSHIP"

Produced for training retail salespeople and dealers' personnel, the seven sound-slidefilms in this series are applicable to any kind of retail sales training operation.

1. Making Customers Welcome
2. Need for Merchandise Knowledge
3. How to Use Suggestion Selling
4. Handling Customers' Objections
5. Helping Customers to Buy
6. Developing Sales Personality
7. Winning Friends for a Store

"SELLING LIFE INSURANCE"

Just completed, this series of seven sound-slidefilms which Dartnell produced in collaboration with R. & R. is ready for distribution.

Dealing specifically with the technique of selling life insurance, this series should be in the hands of every organization engaged in life underwriting.

* * *

Outline scripts and full details of these sound-slidefilms will be sent on request.

THE DARTNELL CORPORATION
4660 Ravenswood Avenue
CHICAGO, ILLINOIS

LETTERS and COMMENT

Wants to Know About Wage Adjustments

To the Editor:

We are interested in learning of procedures of other organizations whereby adjustments of wages and salaries are made in accordance with variations in the cost of living. If you have any tear sheets available from previous issues of your magazine regarding this matter, we would appreciate your forwarding them.—Victor H. Luneborg, *Arkansas Natural Gas Corporation, Shreveport, Louisiana.*

Mr. Luneborg: A report on cost-of-living adjustments in labor contracts appeared in the October 1941 issue of American Business. You will find the article beginning on page 15 under the title, "'Cost of Living' and Wage Agreements." The most recent contract of this sort, which we predict will be widely adopted, was made between the Curtiss-Wright Corporation and an unaffiliated union in its propeller division. It provides that if and when the U. S. Department of Labor's cost-of-living index advances five points beyond the February 15 level and remains at that point for thirty days, the workers will receive automatically an increase in pay of 5 cents an hour. If the index advances twenty points or more, the union may demand a general review of its wage rates. The contract also provides that if the index declines, wages will be reduced accordingly, but in no case below the present level.

We have also published several plans for helping nonunion employees meet rising costs of living. In the October 1941 issue of American Business the plan of the Crocker First National Bank of San Francisco is described; in the December 1941 Allis-Chalmers Manufacturing Company's way of meeting this situation is told; in the January 1942 issue Columbia Broadcasting System's method is reported; and on page 48 of this issue you will find more on the subject.

Dartnell has a fortnightly War Production Service, dealing with industrial relations and other production problems which you might find helpful. The subscription price is $7.50 a month.

Where to Reach Collection Service Agency

To the Editor:

What the average business and professional man needs is more and better articles such as the one, "Sales Methods Collect $3,857,000 from Hopeless Accounts," in the March issue of American Business, which deals with the collection of delinquent accounts by salesmanship rather than by a "bigstick" pressure. We have been trying for the last two years to bring this fact to the attention of the Iowa professional men for whom we work.

We would appreciate very much your advising us of the proper man to contact to obtain further information on this method of presenting this case, both to the creditor and the debtor.—Bertel G. Smith, *manager, Iowa Credit Syndicate, Des Moines, Iowa.*

To the Editor:

I was very much interested in your article, "Sales Methods Collect $3,857,000 from Hopeless Accounts," in the March issue of American Business. I would appreciate being favored with the address of the home office of Interstate Accounts Service.—George W. Shawley, *manager, Merchants Credit and Collection Association, Spokane, Washington.*

To the Editor:

In your March issue is a very interesting article, "Sales Methods Collect

OFFICIAL WORLD TYPING RECORDS

Made on the IBM ELECTROMATIC Typewriter

149 Net 5-stroke words per minute for one hour . . .

Miss Margaret Hamma proved the IBM Electromatic All-Electric Typewriter to be the fastest in the world. She now holds the three major world's typing records.

Miss Margaret Hamma wrote 149 net five-stroke words per minute for 60 minutes on the IBM Electromatic Typewriter in competition with the world's fastest typists in the 1941 official world typing contests held under the auspices of the International Commercial Schools Contest Committee, in Chicago, June 1941.

Miss Hamma holds these *unbeaten* world's records:

❶ World's Professional Typing Record—
149 net 5-stroke words per minute for 60 minutes.

❷ Women's World's Professional Typing Record—
149 net 5-stroke words per minute for 60 minutes.

❸ World's Amateur Typing Record—
149 net 5-stroke words per minute for 30 minutes.

INTERNATIONAL BUSINESS MACHINES CORPORATION

Branch Offices in *Principal Cities*

TWO WAYS TO GET MORE OUT OF YOUR PRESENT BURROUGHS MACHINES

BURROUGHS ADVISORY SERVICE

Burroughs technical advisory service is rendered by men trained and experienced in systems and in the installation of machine equipment. Their knowledge of machines, applications and procedures is especially valuable in meeting today's changing conditions . . . suggesting operating short-cuts that save time . . . finding ways to handle related records in one operation or to obtain vital statistics as a by-product.

BURROUGHS MECHANICAL SERVICE

Burroughs experienced mechanical service is rendered by Burroughs' own salaried, factory-trained, factory-controlled men. These men inspect, lubricate and adjust Burroughs machines. They make repairs and replacements with genuine Burroughs parts. Their work is guaranteed by Burroughs. Conveniently located throughout the nation, Burroughs service is available in the shortest possible time.

Today, when it is so essential to make the best and the fullest use of the figuring and accounting equipment you now own, and to make that equipment last you as long as possible, Burroughs offers these two extremely valuable and timely services to Burroughs owners.

Both Burroughs advisory service and Burroughs mechanical service have been time-tested throughout the years, and are nationwide.

They are available to you through your local Burroughs office, or by writing direct to—

BURROUGHS ADDING MACHINE COMPANY
DETROIT, MICHIGAN

Burroughs

FIGURING, ACCOUNTING AND STATISTICAL MACHINES SPEED WAR WORK

$3,857,000 from Hopeless Accounts," as accomplished by Interstate Accounts Service. We would appreciate it if you would give us their headquarters office so that we may write to them.—O. T. WRIGHT, *president and treasurer, National Capital Press, Inc., Washington, D. C.*

GENTLEMEN: We would suggest that you write to W. H. Garvey, Jr., president, Interstate Accounts Service, 1010 West 35th Street, Chicago, Illinois, for more information on that organization's successful collection methods.

"American Business" May Help Labor Shortage

To the Editor:

The United States Employment Service in Ohio is faced with the task of recruiting great numbers of workers to meet the needs of the war program. Naturally, we would like to bring to the managers of our field offices every suggestion that might be of service.

In AMERICAN BUSINESS for January 1942 is an article which has interested us very much—"One Answer to the Labor Shortage Question." May we reproduce this article, of course, with suitable credit, for distribution to the managers and staffs of our field offices?—WADE HAMMOND, *director, Ohio United States Employment Service, Columbus, Ohio.*

MR. HAMMOND: Please feel free to reproduce the article, "One Answer to the Labor Shortage Question." We are glad to know you feel AMERICAN BUSINESS may be of some small help to you in solving the manpower problem of war production.

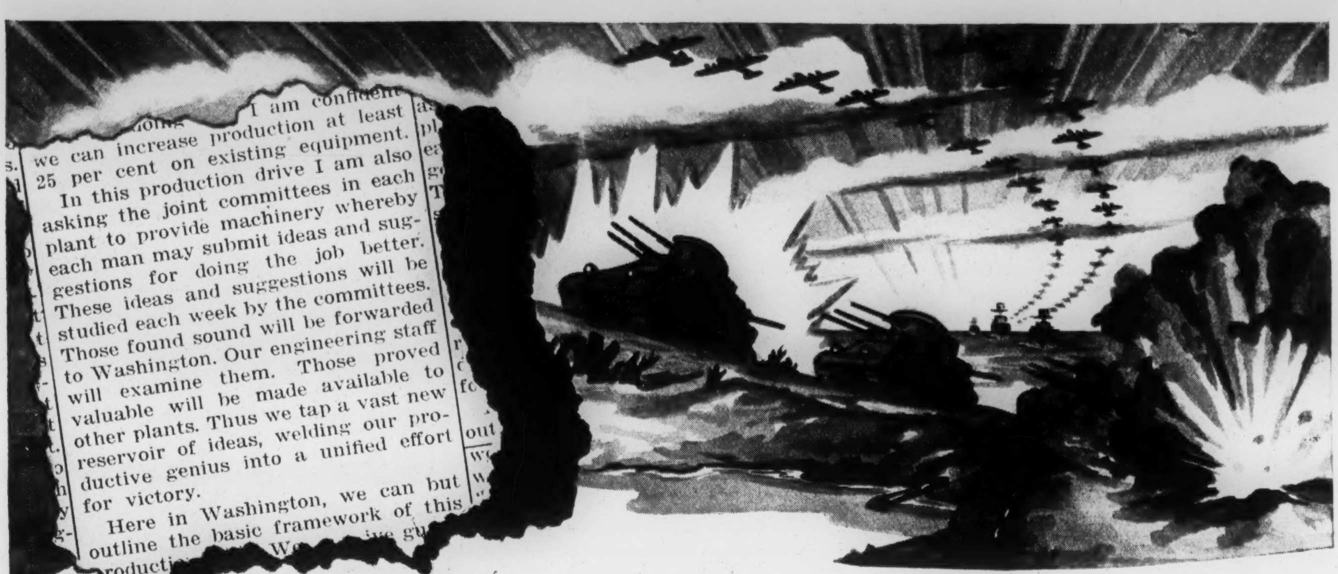
In this connection you may also be interested in the article beginning on page 17 of the March issue of our magazine, "Kokomo Counts Noses," which tells how Kokomo, Indiana, went about finding more skilled labor. In this issue of AMERICAN BUSINESS you will find an article beginning on page 22, "New Jobs for Women," which also may be helpful to you.

Source of Information on Suggestion Systems

To the Editor:

I have two favors to ask from my business magazine: (1) Do you know the address of the company that makes ear plugs for industrial use? They are designed to reduce nerve irritation by lowering the noise level. Also, they are a protection against any foreign matter trying to enter the ear passage.

(2) Do you have or do you know where I can get any information concerning the establishment of an ideas and suggestion department? If you have any posters on production promotion or ideas procurement from workers, please suggest a means whereby I can get them. If you have *any* letters, booklets, or suggestions on how to sell the idea of an "Ideas"



I am confident ... we can increase production at least 25 per cent on existing equipment.

In this production drive I am also asking the joint committees in each plant to provide machinery whereby each man may submit ideas and suggestions for doing the job better. These ideas and suggestions will be studied each week by the committees. Those found sound will be forwarded to Washington. Our engineering staff will examine them. Those proved valuable will be made available to other plants. Thus we tap a vast new reservoir of ideas, welding our productive genius into a unified effort for victory.

Here in Washington, we can but outline the basic framework of this producti

—from March 2 radio address of Donald M. Nelson, WPB Chairman

Here's What You Wanted, Mr. Nelson ... It's Ready for Immediate Delivery

A READY-TO-GO SYSTEM that WORKS

THINK
SUGGEST
REWARDS FOR IDEAS

Durable and attractive cabinets make the system more effective, give it greater significance in workers' minds.

SPEAK your PIECE
Don't be "bashful" MAYBE YOU'RE RIGHT!
SUGGEST IT!
NEW INVENTIONS
SERVICE IMPROVEMENTS
USE A SUGGESTION BLANK NOW!

Thought-provoking posters in attractive colors constantly "sell" your workers. A different poster appears each week.

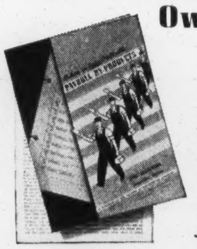
In asking that employee suggestion systems be set up to speed war production, Mr. Nelson proposes a method which has proved its value in peace time. Suggestion systems have been our business for 14 years, and during that time Morton Systems have helped some 9,000 American companies do their work better, faster, more safely, and at less cost.

Accordingly, we have a ready-made system. There's no need to experiment or spend the money required to develop one of your own. Everything you need, from attractive cabinets and a fresh supply of colorful posters for each week, down to printed employee manuals and other promotional material—all this is available for immediate service. Equally important, there is available the experience of a full-time staff which has worked with a total of more than 3,000,000 employees in all sorts of industrial, mercantile, and other establishments. And because we are serving so many employers, the material we furnish is far better and costs far less than anything you could afford to produce in limited quantity for your own use.

Morton Suggestion Systems incorporate a unique arrangement whereby employee identity is concealed until the suggestion has been evaluated, thus assuring unbiased action by foremen and supervisors. Experience proves that this concealment produces more suggestions, because some workers hesitate to submit an idea which may be thought worthless. Furthermore, this same means of anonymous but identifiable communication helps the loyal employee to defend the plant against sabotage without exposing himself to personal risk.

Full details are yours for the asking. We are prepared for prompt action to help get your system operating at the earliest possible moment.

CHECK CHART for Your Own ANALYSIS



A request on your letterhead will bring a copy of our Check Chart, with which you can analyze your own needs, the prospective benefits, and how to apply a Morton System to your individual requirements. There's no cost or obligation. Send for it today.

MORTON MANUFACTURING COMPANY
SUGGESTION SYSTEM DIVISION
321 NORTH LEAMINGTON AVENUE • CHICAGO, ILLINOIS

"I WAS BOGGED DOWN WITH DETAILS . . .

...until these free time-savers helped me clear my mind and my desk!"

1. "21 WAYS TO KEEP A CLEAR DESK"
Shows how to avoid "junk heap" desks, organize your work. Gives you specific, tested ways to clear away details, step up efficiency, pin down responsibility. Outlines proved time-savers to help men in 6 different management and office jobs.

2. HOW TO SPEED ROUTINE
Business Forms booklet shows how to design up-to-date printed forms that assign work, tell what's to be done, when and how to do it . . and make sure it gets done right—and on time. Booklet carries check list to test your forms, uncover needed improvements.

3. QUICK WAY TO ORDER PRINTING
Handy layout and order sheets are ruled for quick, accurate layout of printed forms. They eliminate errors, misunderstandings, expensive alterations. Provide all information essential to ordering printing.

4. "GOOD STENCIL DUPLICATING"
helps you broadcast messages quickly and economically. Shows how to operate your equipment at peak efficiency. Analyzes the stencil process with practical tips for the operator. Tells how to get 3,000, and more, clear copies from single stencil.

5. HOW TO HANDLE RUSH JOBS
Need copies quickly? Use your gelatin or spirit duplicator. "Duplicator Facts" shows how to get best results on either machine . . . tells how to select duplicator paper. Also get the Operating Guide, a handy trouble-shooting chart.

6. HOW TO SELECT THE RIGHT PAPER
File-size sample books of Hammermill Bond, Duplicator and Mimeo-Bond help you choose quickly the correct color, finish and weight of paper for office stationery and factory forms.

Use this valuable coupon

Hammermill Paper Company, Erie, Pa.
Please send me—free—the office helps checked:

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Name__________ Position__________
(Please attach coupon to your *company* letterhead) AB-APR.

department, how to get it going, the routine of classifying ideas, and gaining united cooperation to produce a successful suggestions department, would you please send them to me?—Edwin Moreland Monsell, Jr., *Cincinnati, Ohio.*

Mr. Monsell: The Morton Manufacturing Company, 321 North Leamington Ave., Chicago, Illinois, has a complete ideas and suggestion system program, and all the necessary supplies for operation of such a program. This company has specialized in this work and serves some of the largest companies in the country, including such large enterprises as the Illinois Central System and Westinghouse Electric and Manufacturing Company. We are sure it can give you all the information and furnish all supplies for operating such a system.

The Mine Safety Appliances Company, Braddock, Thomas, and Meade Streets, Pittsburgh, Pennsylvania, makes ear plugs for industrial workers.

He Employs the Handicapped

To the Editor:

In your recent issue I was interested in reading the article, entitled "One Answer to the Labor Shortage Question," having to do with the physically handicapped people.

The business with which I am connected was started on June 1, 1940. Italy had entered the war on May 10 of that year and realizing that sooner or later this country would be involved, we set to work to build up a labor force which would not be dislocated by conscription, labor shortages for defense work, etc., and we are pleased to be able to advise you that out of a total of 97 employees, there are 19, or 19.6 per cent, who are physically handicapped; 12, or 12.3 per cent are 55 years or over; 7, or 7.2 per cent are 60 years of age and over. (This 7 is included in the total of 12 who are 55 years of age and over.) We employ 46 women of whom 4 are physically handicapped, leaving 42 women or 43.3 per cent not physically handicapped. This makes a total of 73 people or 75 per cent of our employees who are not eligible for the draft.

In addition we have 8 workmen over 44 years of age. Add this 8 to the 73 and we have 81 or approximately 83 per cent of our total working force not subject to draft and not interfering with defense work.

If our present plans carry, we will eventually have practically all of our male employees 55 years of age and over or physically handicapped.

Furthermore, we wish to advise that the physically handicapped people, men and women, and those 55 years of age and over are among our best employees and we are more than pleased with the results obtained through the operation of our policies along these lines.

Signature deleted at the request of the writer.

So you've got a War Contract?

Brother . . . if you think you've got worries, you should have seen Harry X last month!* I got a rush call from Harry one morning—come over to his office *quick*. I've been selling Harry since 1915. He makes a little gadget they use on automobiles. Nice business. Good-sized plant. Hires about 200 men regularly, works 'em a 40 hour week, with a little overtime before the new models come out.

"Listen," he says, the minute I get my foot in the door. "I just got a war contract. Subassembly. I get my materials from thirteen different sources spread all over the map, and I put the things together here. Have to keep one line going on the old product, too . . . they're using it on Jeeps. Listen . . . I'm putting two ten-hour shifts on this job. All new faces and mostly women. I'm swamped with paperwork. Got any ideas, any systems? Ever *organized* a job like this before? I got to start delivery in 30 days!"

Well, I didn't have time to start from scratch on Harry's problem. So I dropped back to the office and began digging around in our data file. Took me a couple of hours. I got back to see Harry the same day. This is what he elected . . . on the spot:

1. *A Kardex Personnel System,* the same one we put in seven months ago for a new Ordnance Plant down in Alabama. Fitted Harry's job like a charm.

2. *A Kardex Procurement System*—practically the same thing we did for an Aircraft Plant out on the West Coast—as a follow-up on their sub-contractors.

3. *A Kardex Production-Progress Record,* to go right in Harry's own office. This one's a honey. Reports from every department, also in Kardex, are posted daily to Harry's personal production-summary. FACT POWER? Say, he's got his finger on every detail *every minute*. Calls it his "desk-side machine tool!"

And we installed the whole set-up, *ready to go*, without using a person on Harry's staff.

Success Story? Well, call it anything you want—we're doing the same thing every day THIS YEAR. Just multiply Harry by thousands. And count the 20 biggest war manufacturers in the U. S. too—Remington Rand's serving EVERY ONE OF THEM! *Not just with steel files, mind you. Not just visible records. Not just card and paper forms. They're using our systems—proved in advance systems tailored to their individual needs.*

Harry gave me a new slant with this "desk-side machine tool" angle. That's what I'm calling our Kardex systems today—Administrative Machine Tools. It's a mouthful—but that's what they are!

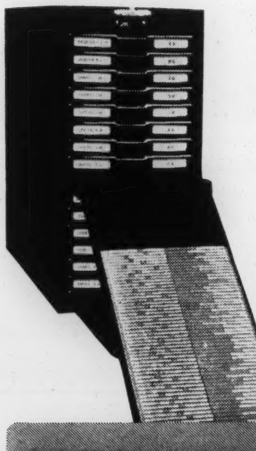
Mister, if *you* need any administrative machine tools, we've got a big data file over at our office. Plenty on tap there. *Experience—proved in practice.* Look up my number in the phone book. I can get over right away.

Your Remington Rand Representative

SERVING AMERICA WITH FACT POWER

Kardex *Production* Controls
Kardex *Procurement* Controls
Kardex *Personnel* Controls
Kardex *Progress* Controls
Kardex *Tool Crib* Controls
Kardex *Machine Load* Controls
Kardex *Material* Controls
. . . *Kardex for every production problem*

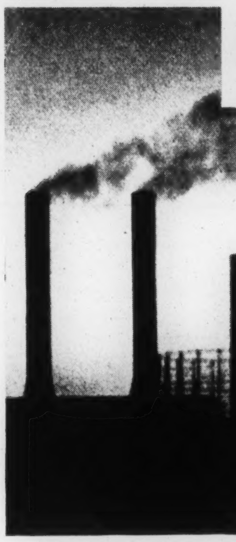
**A true case—name deleted by request.*



KARDEX
visible systems of
PRODUCTION CONTROL

REMINGTON RAND

The TREND of Business *as seen by the publisher*



BOOMS in the midst of depressed conditions in non-war industries will continue into the summer. Brookmire reports a 29 per cent drop in the production of consumer durable goods, and a 23 per cent increase in producers goods, as compared with a year ago. Business initiative is dampened by drastically curtailed civilian output, by the certainty of more and more rationing, local unemployment in non-war industries, staggering taxes, shrinking profit margins, stiffening interest rates, and higher labor and material costs. Yet there is a bright side to the outlook. There is evidence of better organization to win the war in Washington; the probability of a constructive national labor policy; indications that runaway inflation will be controlled; and our slow but sure readjustment to the inconveniences and sacrifices of war. The whole nation is united in its determination to fight this war through. To lose the war is unthinkable. Victory will call for a lot of hard wark and hard fighting, with crushing taxation, but whatever the cost we will pay it and win.

Labor-Management Committees

Donald Nelson's drive to speed up war production through the joint cooperation of labor and management may well prove a milestone in labor-management relations. The weakness of organized labor is its traditional belief you can eat your cake and have it, too. It has demanded more money for less work. It has put all sorts of restrictions in the way of production in order to spread the work and obtain more leisure for its workers. That philosophy will hardly meet the post-war challenge. And it is interesting to note that some of the more enlightened companies and smart union leaders have recently swung over to the viewpoint that only as the business prospers and succeeds can its employees prosper and succeed. Doehler Die Casting Company is a case in point. True, some of the old line labor leaders still cling to old theories, just as reactionary managers refuse to see any good that might come from labor-management collaboration. But the parade will pass them by. Just as the Liberty Bond drives of the last war changed the savings habits of the nation, so we predict the WPB management-labor production committees now being set up in war production plants will pave the way for a positive national labor policy. And it will be a better America because of it. It is doubtful, indeed, if we could survive another decade of tooth and nail fighting between employers and employees. Common sense as well as the national welfare dictates that management and labor work together. If they are unable to do it alone, then government should take the initiative.

Looking Down on People

It will come as a shock to most of us to know that the last vestige of white man's prestige has been blown to bits in Asia. We used to rate over there. But the Japanese victories, skilfully exploited by Tokyo, have convinced even the Chinese that when it comes to fighting the yellow races have it over the white. We can all feel confident that when MacArthur finishes with the Japs the picture will be different, but right now we don't stand very high in Oriental eyes. And that is regrettable. Yet it might not be a total loss because we Americans have allowed our success to go to our heads. It is just as well that we should be brought down to earth, even if the experience has been painful. Too long have we considered ourselves superior. Too long have we set ourselves up as better than neighboring peoples in South America. Too long have we regarded ourselves as just a little better than any other people or any other race on the face of the earth. We are going to find, as Dr. John Erskine of Columbia University pointed out to the Rotary Club of Chicago recently, that things are going to be different after this war. We have to realize there are other people just as smart, just as cultured, just as courageous as ourselves and accept them on that basis. We are going to have to get along with people of other lands and other races, so we might just as well begin now to understand them and to work with them on a groundwork of mutual understanding. After all, there is no race or nationality that has a corner on all that's good. So why not begin to look for the good in folks and try to profit from what they can teach us—yes, even our enemies.

Jobs for Sales Managers

The conversion of so many plants to 100 per cent war production has hit sales executives. Some have been kept busy contacting big customers which the company will badly need one of these days. Others have taken factory jobs and are serving as inspectors or supervisors. Getting their hands dirty won't hurt them, and they should learn much of value in post-war selling. But RCA Manufacturing Company of Camden, New Jersey, really started something when it appointed the company's general sales manager, F. D. Wilson, general manager of all purchasing activity! And why not? A recent poll of war industries in Britain brought out the fact that the most effective way to speed up production was to get somebody in the plant who could really do a job of hustling up needed materials and breaking parts bottlenecks. British war plants reported that as the toughest problem over there, and it is just as bad if not worse here. It is inevitable that this should be so with production quotas being stepped ahead before the ink is hardly dry on the old figures. After all, contacting suppliers, keeping them in a cooperative humor, and getting deliveries is a sales job. Another way sales executives are fitting into the war production picture is to take on the responsibility of maintaining worker morale. That is important, too. It will become more and more important as workers become war weary. It, too, has become a sales operation, and right down a sales executive's or a sales promotion man's alley. Keeping up the enthusiasm and drive of a factory organization calls for the same ability as keeping a sales organization on its toes.

One Way to Get War Orders

One of the reasons why business men are getting gray these days is inability to get war orders. They can't understand it. They are told production will win the war and every available machine tool must be put to work and kept working 168 hours a week. So they run all over Washington trying to get a war contract and come home with a stack of canceled checks and two weeks' experience. But down in Jacksonville, Florida, there is a cigar manufacturer who had a different idea. He bought page ads in a string of metropolitan newspapers. "Let's Stop Fiddling While Rome Burns," the copy read. "We of Jno H. Swisher & Son, Inc., thought we were doing our full share. We bought quantities of Defense Bonds. We encouraged our 2,800 workers to buy Defense Bonds and Stamps. We were complacent because we have been and are operating at full capacity and because our cigars produce thousands of dollars in revenue taxes for Uncle Sam every day. Then we took critical stock of ourselves. And we discovered that we, too, had been fiddling. We found . . . that we have one of the South's best equipped machine shops suitable for making certain types of war materials. This machine shop alone can yield nearly three quarters of a million man-hours a year, working seven days a week." And so Carl S. Swisher, president, made a three-way proposition: (1) He would make war materials without profit. (2) He asked labor to work the full seven days without overtime. (3) He asked the Government to give him such a contract. Whether he gets the contract or not, the advertisement was a real contribution to the business of getting on with the war. There is usually a way, when there is a will.

An Orchid for Detroit

"That army finally wins which has *the best remnants*," said General Henry who directs the maintenance of personnel in the U. S. armored forces. How true that may be in this war! It is not alone producing the tanks and the guns and the planes and the ships we need, but it is equally important that this mechanized equipment be kept at the highest possible fighting effectiveness in the field. It may well be that our ability to produce the tools of Victory quickly, plus our tremendous reservoirs of trained automotive maintenance personnel, will be the deciding factor in this war—when it has reached the remnant stage. If that proves true, then America will be doubly indebted to its automotive industry. The mass production methods it has developed will enable us to outproduce our enemies so far as new weapons are concerned, and the skilled service organizations which have grown with the industry will insure these weapons being in the fight when the last battles are fought. Yet it was not so long ago that long-haired New Deal economists were damning the automobile all over the lot, claiming that it was an economic blight. Instead of buying homes, working people bought automobiles. When their cars wore out they had nothing to show for their money but a good time. Nothing was added to the wealth of the nation. In the light of what is happening in Detroit today, some of us wonder what these great planners are thinking now. Perhaps the same as usual. Nothing.—*J. C. A.*

A straight announcement of importance to Businessmen

WE AMERICANS are learning how to make our automobiles and radios last longer, how to conserve on fuel and food, how to extend the life of tires and overshoes. What was once a matter of pure common-sense thrift is now in addition a matter of patriotic urgency.

The need to save what we have is particularly vital in the conservation of Dictaphone dictating equipment.

On a thousand fronts of wartime business, the Dictaphone method is daily pushing through the specifications and orders essential to America's all-out war effort. It is helping key men keep ahead of almost incredible volumes of essential work—doubling their ability to get things done, *fast!*

The demand for these dictating machines is such that we must ask businessmen to apply to them the same sound principles of conservation they are adopting toward scarce items of their personal use.

To that end, we offer this simple 3-point program:

1. *Make your present Dictaphone equipment last for the duration.*
2. *Make your Dictaphone serve you best by maintaining it at full efficiency. Investigate the Dictaphone Maintenance Program.*
3. *If war conditions have reduced your business activity so that your Dictaphone should be released for use in direct war effort, ask about Dictaphone Relocation Service.*

To extend the life of your present Dictaphone equipment and assure its maximum usefulness, we recommend the Dictaphone Maintenance Program.

For a nominal charge, an expert Dictaphone technician under direct factory supervision will inspect your machine regularly each month, see that it is properly lubricated and make sure that its many moving parts are properly adjusted. Each monthly inspection guarantees thirty days of efficient, uninterrupted service. Emergency calls, if made necessary by accident, fire, or any other cause, are made without any extra charge.

Remember that dictating machines, like other precision instruments, require expert care and servicing to keep them operating perfectly. Because Dictaphone equipment may be giving you satisfaction even when it needs attention, you and your secretary may be handicapping yourselves without knowing it.

- For further information about the Maintenance Program or the Relocation Service, look up Dictaphone Corporation in your local telephone directory, or write or wire us direct. Dictaphone Corporation, 420 Lexington Avenue, New York City.

DICTAPHONE

The word DICTAPHONE is the Registered Trade-Mark of Dictaphone Corporation, Makers of Dictating Machines and Accessories to which said Trade-Mark is Applied

The Truth About WPB's Big Production Drive

With some columnists and commentators taking potshots at the Production Drive, accusing WPB of sneaking labor into management, business leaders will appreciate this frank discussion about the big drive

BY THE EDITORS

Question: What are the facts about the Production Drive being conducted under the auspices of the War Production Board? What is the goal?

Answer: The Production Drive is designed to increase production in war plants at least 25 per cent as quickly as possible. It is being conducted by the War Production Board, the U. S. Army, the U. S. Navy, and the Maritime Commission.

Question: Why is this drive necessary?

Answer: All America demands that our Army and Navy and Air Corps engage in offensive warfare immediately. This is impossible with the scant amount of supplies and equipment available today. On no front where our forces are now operating are there enough supplies and equipment to warrant inauguration of sustained offensive fighting which will hurl back our enemies.

Question: Does the War Production Board think that industry is not producing to its full ability and capacity?

Answer: From contact with industry, the Army, Navy, Maritime Commission, and War Production Board officers and executives know that there are plants where potential production is much larger than actual production today, for one or more of the following reasons:

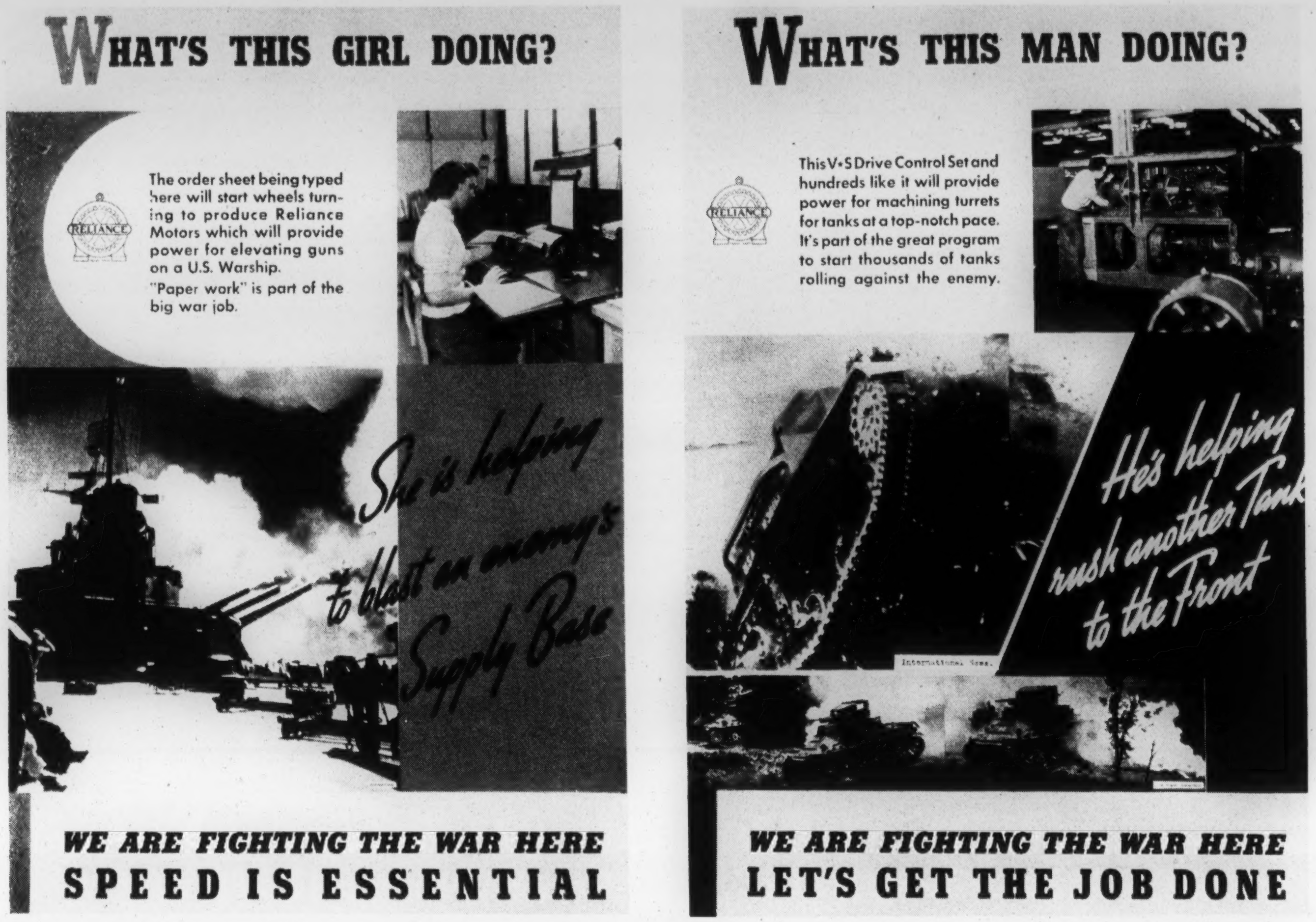
(1) Idle machines;
(2) 40 or 50 instead of 168 hours weekly production;
(3) Poor attendance;
(4) Lack of trained supervisory forces and foremen;
(5) Breakdowns, poor maintenance and repair;
(6) Plant bottlenecks;
(7) Production and assembly lines running too slowly;
(8) Lack of enthusiastic cooperation of workers;
(9) Ignorance of the real need for immediate production;
(10) Accidents, strikes, fires, sabotage.

Question: Do you mean to say there are idle machines in war plants?

Answer: Without a doubt. In one plant a battery of old machines was labeled obsolete and not used. It was found that these machines could be used for roughing out work, saving much time of more modern machines. In another plant, minor repairs and changes brought many machines into production. In many factories owners have solved production difficulties by buying entire plants and moving the needed machines to war production plants. One automobile assembly plant on the West Coast got into war production because the manager was farsighted enough to buy out a machine shop, move the equipment to his automobile plant, and put it to work building war equipment.

Question: What is preventing "round the clock operation" of war plants?

Answer: There are many real and some imaginary difficulties in running a plant 168 hours a week. Shortage of skilled labor and the inability to hire trained men is one. Failure to put women in many jobs where they can be used is another. There must be more training in plants. There must be more women used to relieve trained men for upgrading to jobs requiring higher skills and supervisory ability. The War Production Board's TWI (Training Within Industry) program is helping on


WHAT'S THIS GIRL DOING?
The order sheet being typed here will start wheels turning to produce Reliance Motors which will provide power for elevating guns on a U.S. Warship.
"Paper work" is part of the big war job.
RELIANCE
She is helping to blast an enemy's Supply Base
WE ARE FIGHTING THE WAR HERE
SPEED IS ESSENTIAL
WHAT'S THIS MAN DOING?
This V•S Drive Control Set and hundreds like it will provide power for machining turrets for tanks at a top-notch pace. It's part of the great program to start thousands of tanks rolling against the enemy.
RELIANCE
He's helping rush another Tank to the Front
WE ARE FIGHTING THE WAR HERE
LET'S GET THE JOB DONE

Reliance Electric and Engineering Company, Cleveland, designed a series of posters to show workers not engaged in direct production of actual implements of war how they are playing a part in winning the war. Here are two of the series

this problem. Many companies have been successful in developing their own training methods, because the time is past when trained and skilled men can be hired away from other employers.*

Question: What other obstacles stand in the way of 168-hour weeks?

Answer: Plenty. Not every man is willing to work on new schedules resulting from swing shifts. It is difficult to work out a schedule which does not upset the habits of a lifetime, requiring men to work at different hours, sleep at different hours, eat and play at different hours.

Another difficulty here is union demands for doubletime on Sundays. But often contracts were taken on basis of no premium for labor, making it impossible to pay doubletime without taking a loss on production where doubletime is paid. Both problems call for negotiation with labor leaders and individual workers, and it means a tremendous amount of work in manpower allocation.

Question: What do you mean by manpower allocation?

Answer: Where large numbers of men are needed in war production the men must be brought over from other, less essential industries. Transferring men from one industry to another, from one plant to another, brings innumerable complications. For example, a toolmaker has worked twenty-three years in one plant, now virtually at a standstill because it is not yet converted to war work. A nearby war plant needs him. But for this toolmaker to change jobs means a loss of seniority, and it means that he may be out of a job when the war ends. He is reluctant to leave, not because he is unpatriotic, but because he feels the need for job security. Often these transfers mean loss of union membership or protection or may mean that a man must pay dues to a new union, and, to protect his future, continue paying dues to his old union. There have been thousands of problems of this nature. Much has been done to solve them. For example, in the automobile industry it has been agreed to permit skilled men to leave this industry, obtain work in war plants, then come back to the automobile industry with seniority rights unimpaired when the war is won. The same agreement protects the employer, giving him the right to call back workers if he obtains war work. Unless the employee returns, when called, his seniority rights are forfeited.

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* **Articles on Training Employees Published in "American Business"**

"From High School to Factory—The Story of Glenn L. Martin's Methods of Training Young Men to Build Planes." March 1941, p. 18.

"Work and Study Plan Trains Men for Defense Job." April 1941, p. 38—Hillyer Junior College, Hartford, Connecticut.

"Manufacturers Study Plans for Employee Training." May 1941, p. 38.

"Film Shows How to Train New Employees." July 1941, p. 46.

"Training Plans to Open Manpower Bottlenecks." August 1941, p. 9.

"What General Motors Has Learned About Training Men." October 1941, p. 17.

"Training Films for Defense Workers." December 1941, p. 16—South Bend Lathe Works.

"Three-Way Training Plan Insures Future Manpower." January 1942, p. 41—Universal Winding Company.

"When Uncle Sam Says, 'Hire Twice as Many Workers.'" January 1942, p. 26—Boeing Aircraft Company.

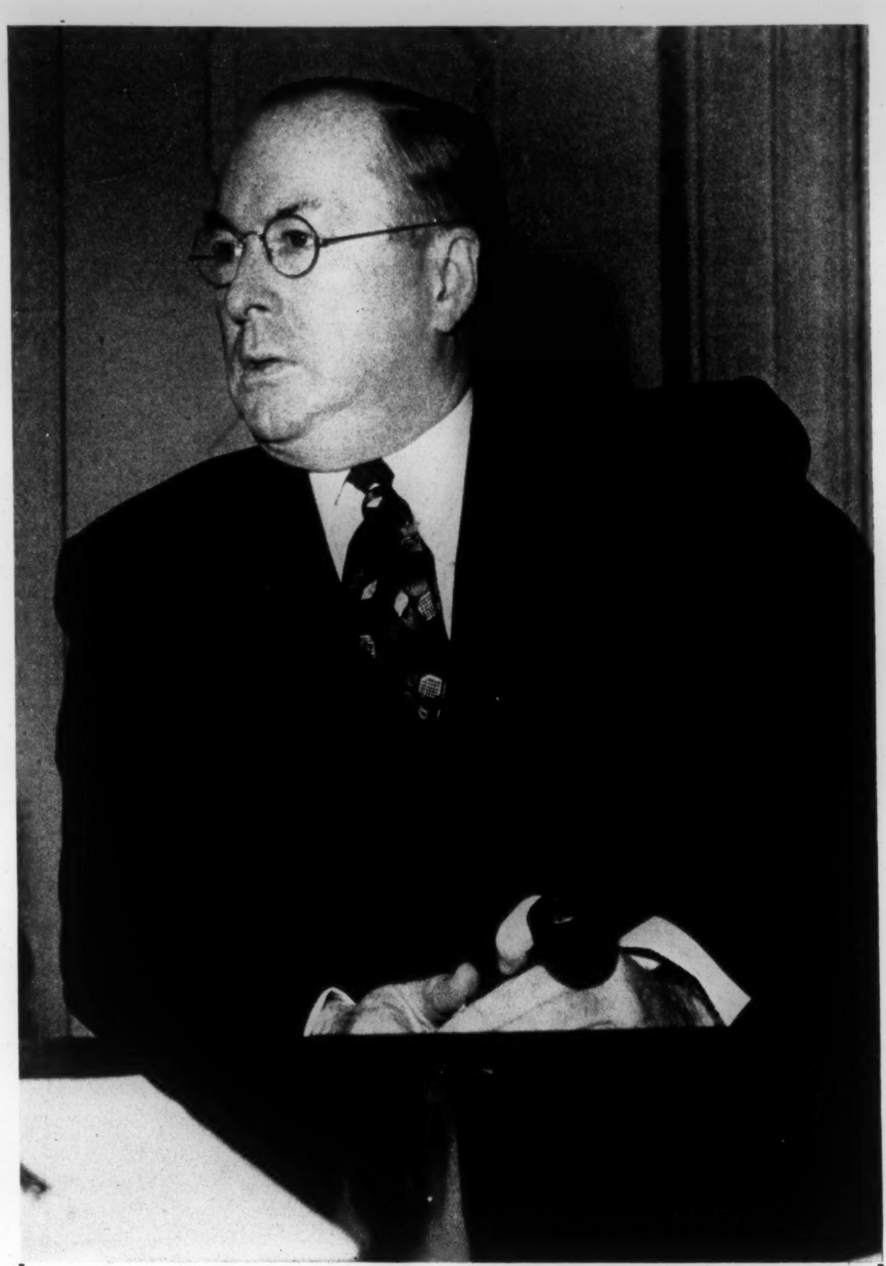
"Teaching Foremen to Teach Workers." March 1942, p. 19—Bill Odom.

Question: Is poor attendance really a problem in war plants today?

Answer: Yes. On one day late in March 200 men in one war plant were an hour late coming to work. In many plants men taking an unauthorized day off has become a management headache. It is believed that an aggressive campaign, such as this Production Drive, will bring home to the men the necessity of working steadily, and will stimulate the pride of all members of a department to see that the department's good record is maintained and not marred by one or two habitual latecomers.

Question: If lack of trained supervisors and foremen is holding back production, is there any way to train foremen and supervisors quickly? We always thought it required years to make a good foreman.

Answer: Of course, a man who doesn't know the work cannot step in and assume the foremanship of a department in war work, especially where high tolerance work is required or where many skilled men, proud of their skills and perhaps "touchy" about direction, are employed. But even though this is true there are ways to speed the day when men are ready to assume foremanship. Some of these ways have been fully described in previous (Continued on page 40)



Donald Marr Nelson, chairman, War Production Board, assures business men that the drive is not to further the interest of any group. In the columns at your right you will find the gist of his latest statement about the big drive, and its purposes, and aims

Is This the Murray Plan?

Positively NO. Joint management-labor committees have been successfully used in Great Britain ever since the war began. For more than thirty years American business has used joint salesmen-sales management committees to fix sales production quotas and conduct sales contests. The CIO is trying to capture credit for the plan, as a result of a talk made by Phil Murray.

Nelson says: "The War Production Plan is a voluntary effort. It does not conform to any plan that contemplates a measure of control of management or labor. It is a simple, straightforward effort to increase production, without giving either labor or management any advantage."

What Kind of Selling Can We Expect After the War?

Will the drastic changes brought to selling by the war become permanent? Will we ever go back to old methods? What kind of selling must we plan for when guns are silenced? These are problems we must solve soon

BY EUGENE WHITMORE

A WEEK ago Saturday I sat at a Chicago drug store soda fountain drinking a cup of coffee. In came a salesman for a widely-known wholesale grocer who specializes in supplying restaurant, hotel, and institution food needs.

Before the salesman had a chance to say, "Good morning," the snappy girl in charge of the soda fountain said: "Two poundsacawfee."

Out came a big order book with quadruplicate copies, and the salesman wrote down what some order clerk would have to decipher as 2 pounds of coffee.

"Need any breakfast foods?" ventured the salesman.

"Nope, that's all," sang back the girl as she sloshed a dipper of cracked ice into a Coca-Cola glass.

The salesman decided he needed some refreshment and ordered a can of grapefruit juice, allowing as how he was flirting with a bad cold. The girl assured him that grapefruit juice was just the thing to stop a cold dead in its tracks.

When I finished my coffee the salesman was still there. I suppose he tarried fifteen minutes. He used gasoline, tires, a thousand-dollar automobile, perhaps a penny's worth of stationery, and fifteen to twenty minutes' time to sell 60 cents' worth of coffee. But that isn't all. Back in the wholesale house that order had to be edited, posted, picked, packed for delivery, and then delivered in a two-thousand dollar truck to the drug store.

It seems fair to ask if America can pay for this kind of selling after the war. Oh yes, I am aware that this same salesman will probably get a ten-dollar order from this store one day next week when it throws precaution to the wind and orders a case of canned soup, crackers, malted milk cookies, breakfast food, and perhaps a case of canned fruit salad. But we will come back to that later. Meanwhile let us go a thousand miles straight south from Chicago to a Texas grocery store.

Into the most prosperous grocery store in a little town of 4,000 people comes a man selling vegetables. The grocer wants nothing more than a "sackapotatoes." But there is a difficulty. The salesman's price is 10 cents a sack higher than the grocer thinks them to be worth. There's a bit of discussion and the grocer declares that he will call up "Milt" and get his "sackapotatoes" for a dime cheaper.

"Okay — see you tomorrow," says the vegetable man and drives away in a truck worth $1,800 plus the tires.

Same day, same town; this time in a drug store. A wholesale druggist's salesman comes into the second best drug store in town. He spends half an hour trying to sell a "deal" of leather pocket goods, billfolds, card cases, and the like. No go. Meanwhile the druggist answers the telephone three times, calls upstairs for two doctors, tells them where to go, waits on three customers who come in. Two of the customers go away empty handed because the druggist is "Out" of the items they wanted.

The salesman is in the store fifty-five minutes, and when the druggist finally looks at his want book tacked on the wall just above the telephone, the salesman writes up an order which totals a few cents more than $18.

To the poor consumer who has just paid $3.00 for a small bottle of vitamin pills, it seems incredible that a wholesale druggist's salesman could go in and out of a drug store and sell less than $20 worth of merchandise. But he tried and tried hard, and that was all the order he could get that week. Next week he will be back again. Three or four other wholesale drug salesmen visit this druggist.

Now one more item. Back in Chicago a widely-known machinery company sales manager receives a wire from his Salt Lake City salesman:

JOE DOAKES OUR CUSTOMER AT SAGEBRUSH AT STEVENS HOTEL CHICAGO. SUGGEST YOU HAVE SOMEONE ENTERTAIN HIM.

After a groan the sales manager calls an assistant and persuades the young man to get in touch with Joe and show him a good time.

Here is the result, taken from the assistant's expense account turned in next morning.

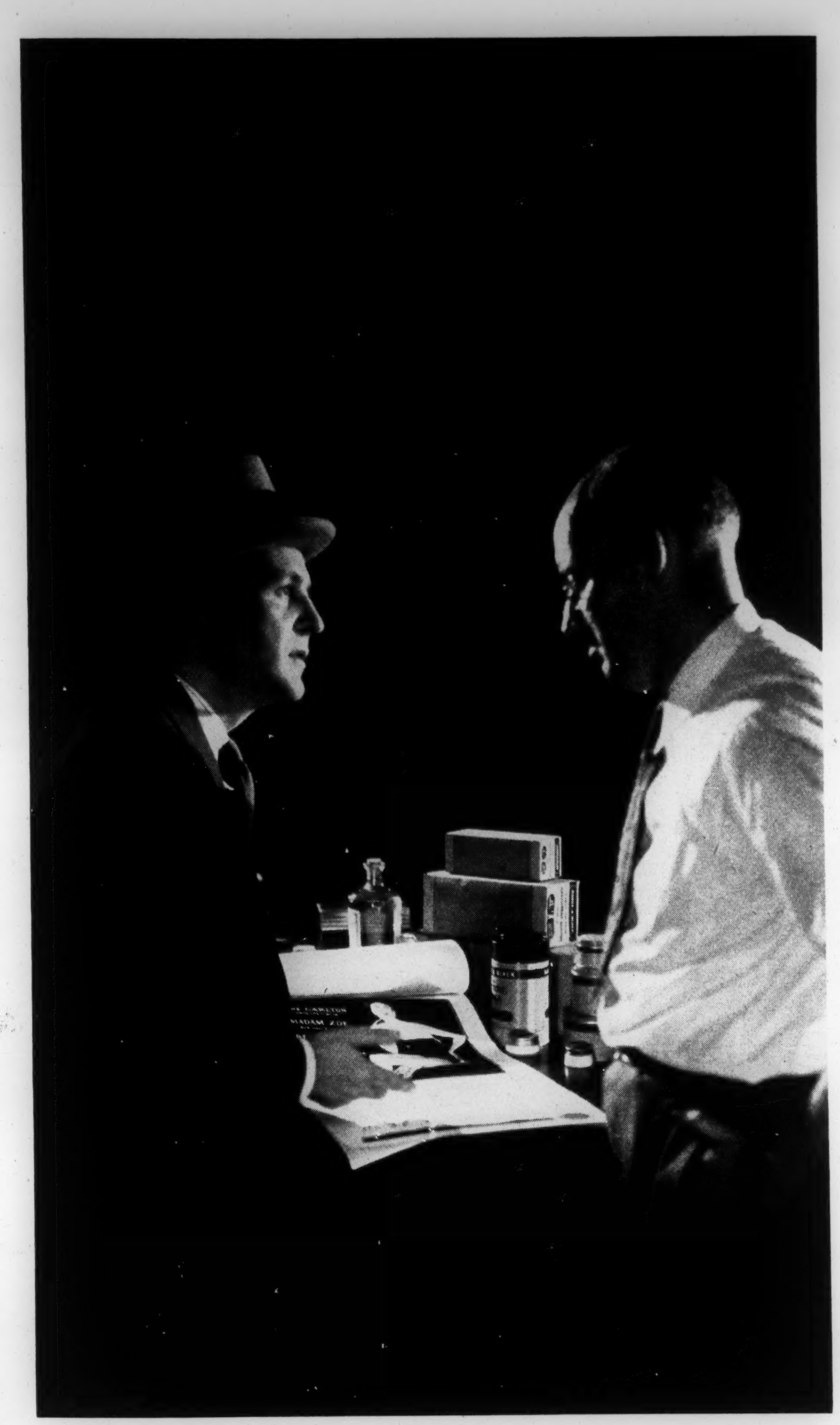
Drinks	$ 3.60
Dinner and Tips	5.10
Taxi	.80
Theater tickets	6.60
Total	$16.10

Lucky for the young assistant and the company that Joe got sleepy and didn't insist on going to a night club after the theater. Just for curiosity the sales manager looked up the sales record on Joe's company. Total purchases in 1941 were $112.63—all for repair parts—with a total of eight orders, or an average of less than $15.00 per order. These orders required three personal visits by the salesman during the year. Further study of the customer's account showed several telegrams had been exchanged about the orders.

This company had a good year in 1941, earning about 7 per cent on sales. So Joe's business, at best, netted the company $7.86, until Joe ate and drank up $16.10 worth of the company's money on a mild evening in Chicago.

Of course, that $16.10 spent on Joe isn't going to cause the president of the company to start eating in hamburger stands, but it is easy to see that there are too many Joes in business today. Almost every company has far more Joes on its customer list than anyone ever wants to admit. And it is the Joes and the other little druggists, grocers, and little customers of all kinds that make distribution costs what they are today.

Isn't it time that sales managers begin asking themselves how much longer customers are going to pay the high prices necessary to support the kind of selling I have described here? Some of it is going by the boards now. The tire shortage, the manpower shortage, the need for conservation of supplies of all kinds are putting the spotlight on excessive distribution costs, but we look upon all this curtailment in sales activities as only temporary.



The Fight Against Selling

There are many people in our government who think that selling is a needless waste. A prominent Army officer recently said that salesmen are no longer needed. The only answer to these critics is to make selling so useful to business and to the consumer that everyone recognizes the need for it. That is the job ahead

It may be that the day has gone forever when a wholesale druggist's salesman can spend a fourth of a working day taking an eighteen-dollar order; it may be that our entire approach to selling will have to be changed. And why not? Frankly, it seems that there is nothing to be proud of in heading up a large force of salesmen who spend the bulk of their time taking eighteen-dollar orders, suggesting entertainment for customers whose total purchases are $112.63 a year, or writing up orders for a "sackapotatoes."

Suppose we get this picture firmly placed in our minds. Two strong, able-bodied men, a thousand-dollar car standing idle, a half hour's time—all to transact business totaling $3.00, $6.00, $12.00, or $15.00. And yet this transaction is but one of three or four which are now necessary to complete the journey from producer to consumer.

Do not be alarmed. I am not going to advocate any "eliminate the middleman" panacea, long since worn threadbare. I am going to advocate, if I advocate anything, stronger middlemen. Middlemen who can teach their salesmen to sell, and their customers to buy, enough merchandise to make each transaction stand on its own feet.

When a buyer, drawing from $2,000 to $25,000 a year, and a salesman, who is paid from $1,800 to $4,000, takes half an hour to a full hour to complete a deal involving less than $20.00—and when those same two men repeat the performance fifty-two times a year—we cannot help but wonder if it isn't a rather high price for the consumer to pay. Do not think the cases I cite are isolated, freak transactions which are rare exceptions. Such transactions constitute a heavy portion of every buyer's and every salesman's working day. Right now, while we are thinking of ways to conserve and to reduce service which depends on rubber, it may be time to prepare for a permanent reduction in the kind of selling which is repeated over and over again each week, or in some cases each day.

It is not only in cases of salesmen calling on small retailers that sales managers are beginning to worry about costs. Visiting with a printer in a midwestern city, he told me about a paper salesman who calls on him every day, or at least four times a week. This salesman obtains about a third of this printer's business. He has about fourteen active accounts. This salesman earned better than $12,000 in 1941. The printer said to me, "I figure I paid this salesman about $1,500 in commissions on my business in 1941. His services to me are not worth that much. True, he gives me some ideas. He is a splendid gentleman and a close friend of mine. I value his friendship, and to some extent I value his judgment. But one of these days I am going to find a way to save that $1,500 in buying paper. The fourteen printers on whom he calls could band together, employ a paper expert for $4,000 a year, full time, let him conduct a joint buying operation for us, and split his savings with us pro rata. I know that such a plan would encounter endless and perhaps insurmountable difficulties. But there's no law against thinking about it."

And that's the point. Business people are thinking about how much it costs to render the kind of service business has learned to demand and expect during the last twenty years. What sales managers must think about today is whether or not we should ever go back to the costly services which we abandoned during the car and rubber famine which now has befallen us. It may be a blessing in disguise that we can't send salesmen to see small customers every day or two.

What kind of selling can we expect after the war? Without attempting to prophesy, and strictly for the purpose of stimulating discussion, it may be worth while to examine the possibility of developing plans by which a salesman takes standing orders for the great bulk of staples. What hazards would there be involved in a grocer—or for that matter the little druggist mentioned earlier in this article—ordering 200 pounds of certain staples, to be delivered piecemeal so much each time the regular delivery is scheduled? Thus, suppose a wholesaler has reduced his delivery schedule to once a week. A merchant finds that he sells an average of 100 pounds of Item A a week. Let him order a year's supply, delivered — 200 pounds every other delivery.

Of course, such an idea would meet objections. Dealers would hesitate to give up their inalienable right to bargain over each order for 200 pounds. They would object that seasonal variations in volume would create hazards entirely too great to offset the possible savings. But what are salesmen for if they can't sell ideas?

Business is going to face a tremendous clamor for reduced prices once the peace treaty is signed. The public is going to demand a revolution in selling and distribution such as has already occurred in the food distribution field. Mr. Average Citizen simply may not continue to support selling methods which immobilize thousands of able salesmen and buyers the better part of their days while they bargain, discuss, and haggle over ten- and fifteen-dollar orders.

For a generation we have talked about high distribution costs. We have, in some cases, reduced them, but there is plenty to be done in the future. In some industries distribution costs will have to be tackled with a two-handed sword, wielded with great vigor, rather than with a small pair of shears, clipping timidly here and there.

There is more to this job of cutting distribution costs than anyone can envision in a brief article such as this one, but it can hint at what's to come. In more articles to follow we will point out other phases of high distributing costs which may have to be tackled in drastic fashion.

This Plan Cuts Costs of Office Supplies

Submitted by

W. K. PANZENHAGEN

The Brunswick-Balke-Collender Company, Chicago, has submitted to the editors of American Business *a memorandum which goes to all members of the organization. There are a number of points in it which others can use profitably, and so we are reprinting the major part of it.*

The following restrictions to govern the requisitions and the consumption of office supplies and office materials are to be observed carefully by every employee in the many branches of our business. In all cases where used supplies must be turned in before new ones are issued, due allowances will be made for any unaccountable losses and for supplies issued new employees.

1. General

a. Use less whenever it is practical to do so.

b. Make things last longer.

c. Do not waste effort, time, and material.

That is as simple as ABC and yet it is very important that we know these simple rules, preach them, and observe them every day.

2. Requisitions and Purchase Requests

a. Requisitions entered by departments at the home office or at the factory for the more common supplies should cover about one month's working requirements.

b. Requisitions for common supplies from our branch offices should cover the requirements for a period of not more than three months.

c. Purchase requests for items not carried in our home office stationery and supply stock should cover only those items which are, without any doubt, necessary for the proper conduct of business and should not cover in excess of your requirements for a three months' period.

3. Writing Paper

Write brief messages to employees within your department or office in pencil whenever it is practical to do so. If you need a file copy for follow-up, insert a sheet of pencil carbon.

Typewritten messages of twelve lines or less should be transcribed on the small internal letterhead, size 8½ x 5½.

Make the fullest use of the 8½ x 5½ internal letterheads. You can do it if you

SAY EFFECTIVELY WHAT YOU
WANT TO SAY IN THE LEAST
NUMBER OF WORDS POSSIBLE.
BE BRIEF AND TO THE POINT.

Do not waste writing paper and printed paper forms. Reduce the number of copies and send copies of your letters to other employees only if they have need for the information conveyed. Avoid any rewriting as a result of errors. Be more careful in your work and you will conserve your own effort, valuable time, and costly material.

DO IT RIGHT THE FIRST TIME

(Continued on page 46)

(Burroughs Adding Machine Company Photo)

With an increase of 67 per cent in payroll accounting volume, Riverside and Dan River Cotton Mills reduced payroll operating costs as much as 68 per cent. Modern equipment, more flexible and better fitted to the bigger job, turns out the work with fewer employees, less time and cost

Less Work—More Speed in the Payroll Department

THE process of "clearing decks for action" to meet today's emergency is twofold. In the factory, it means careful planning to meet the tremendous new responsibility of fabricating the materials of war.

Less obvious perhaps—but certainly no less important—are parallel problems existing in the office. Here is the necessity of producing those supporting records and statistics necessary for the operation of any "going" business—whether that business is making uniforms or turning out long-range bombers. In both the factory and the office, the emphasis is naturally placed on speed—and more speed—in reaching the necessary operating level.

Now engaged in supplying sheeting and suiting for the Army and Navy, the Riverside and Dan River Cotton Mills, Danville, Virginia, has already encountered—and successfully answered—one of the pressing record-keeping problems confronting office executives who seek to conserve man-hours and, at the same time, fulfill the demands upon them for information of control.

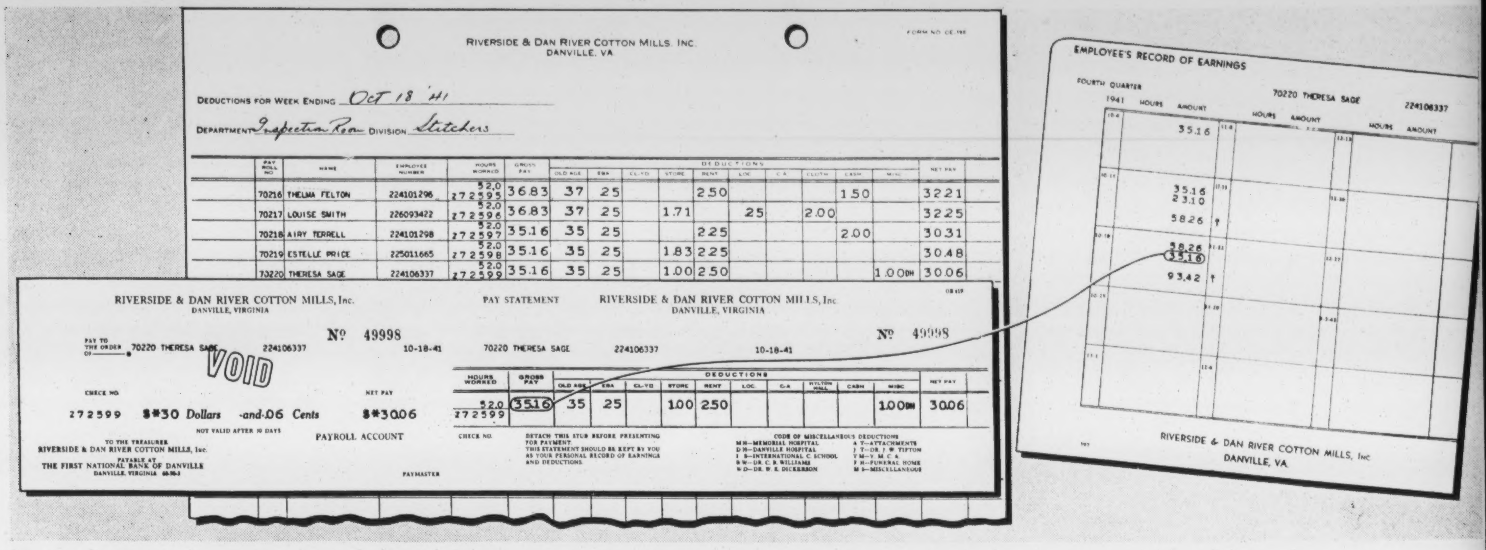
"Facing a mounting payroll about two and one-half years ago, we found ourselves with a payroll and labor cost accounting procedure that was not sufficiently flexible to meet the changing conditions," says Paymaster W. H. Fox. "Furthermore, the system carried a yearly operating cost of about $17,000, which, under increasing demands upon it, was certain to go still higher.

"Satisfied that 'bottlenecks' in the flow of work were unavoidable with this routine and feeling that the costs were top-heavy, we decided to change to an entirely different type of system which called for equipment that could be set up on a self-liquidating basis at a five-year cost of about $5,400 per year, including all forms used.

"We anticipated, and have obtained, a 68 per cent yearly saving in costs as the result of the changeover," says Mr. Fox. "The saving in form cost alone, over a five-year period, will more than pay for the new-type equipment.

"This sizable reduction in costs," he emphasizes, "has been effected in the face of a 67 per cent increase in payroll accounting volume over the peak period of the old system. In addition, the vital payroll figures and records we need for the operation of our plant are now obtained more quickly and more completely than ever before."

When the new system was adopted in October 1939, the payroll numbered 8,500, or about



FORM NO. CE-190

RIVERSIDE & DAN RIVER COTTON MILLS, INC.
DANVILLE, VA

DEDUCTIONS FOR WEEK ENDING Oct 18 '41

DEPARTMENT Inspection Room DIVISION Stitchers

PAY ROLL NO.	NAME	EMPLOYEE NUMBER	HOURS WORKED	GROSS PAY	DEDUCTIONS: OLD AGE	EBA	CL-YD	STORE	RENT	LOC.	C.A.	CLOTH	CASH	MISC.	NET PAY
70216	THELMA FELTON	224101296	52.0 272595	36.83	37	25			2.50				1.50		32.21
70217	LOUISE SMITH	226093422	52.0 272596	36.83	37	25		1.71		25		2.00			32.25
70218	AIRY TERRELL	224101298	52.0 272597	35.16	35	25			2.25				2.00		30.31
70219	ESTELLE PRICE	225011665	52.0 272598	35.16	35	25		1.83	2.25						30.48
70220	THERESA SAGE	224106337	52.0 272599	35.16	35	25		1.00	2.50					1.00DH	30.06

RIVERSIDE & DAN RIVER COTTON MILLS, Inc.
DANVILLE, VIRGINIA

Nº 49998

PAY TO THE ORDER OF 70220 THERESA SAGE 224106337 10-18-41

VOID

CHECK NO. 272599 $*30 Dollars -and-06 Cents NET PAY $*30.06

NOT VALID AFTER 30 DAYS

PAYROLL ACCOUNT

TO THE TREASURER
RIVERSIDE & DAN RIVER COTTON MILLS, Inc.
PAYABLE AT
THE FIRST NATIONAL BANK OF DANVILLE
DANVILLE, VIRGINIA 68-90-3

PAYMASTER

PAY STATEMENT

RIVERSIDE & DAN RIVER COTTON MILLS, Inc.
DANVILLE, VIRGINIA

OB 419

Nº 49998

70220 THERESA SAGE 224106337 10-18-41

HOURS WORKED	GROSS PAY	DEDUCTIONS: OLD AGE	EBA	CL-YD	STORE	RENT	LOC.	C-A	HYLTON HALL	CASH	MISC	NET PAY
52.0 272599	35.16	35	25		1.00	2.50					1.00DH	30.06

CHECK NO.

DETACH THIS STUB BEFORE PRESENTING FOR PAYMENT.
THIS STATEMENT SHOULD BE KEPT BY YOU AS YOUR PERSONAL RECORD OF EARNINGS AND DEDUCTIONS.

CODE OF MISCELLANEOUS DEDUCTIONS

M H—MEMORIAL HOSPITAL	A T—ATTACHMENTS
D H—DANVILLE HOSPITAL	J T—DR. J. W. TIPTON
I S—INTERNATIONAL C. SCHOOL	Y M—Y. M. C. A.
B W—DR. C. B. WILLIAMS	F H—FUNERAL HOME
W D—DR. W. E. DICKERSON	M S—MISCELLANEOUS

EMPLOYEE'S RECORD OF EARNINGS

FOURTH QUARTER
1941

70220 THERESA SAGE 224106337

1941	HOURS AMOUNT		HOURS AMOUNT		HOURS AMOUNT
10-4	35.16	11-8		12-13	
10-11	35.16 23.10 58.26 T	11-15		12-20	
10-18	58.26 35.16 93.42 T	11-22		12-27	
10-25		11-29		1-3-42	
11-1		12-6			

197

RIVERSIDE & DAN RIVER COTTON MILLS, Inc
DANVILLE, VA

The pay check and employee's statement (all on one form) and the check register are all three written in one operation on the machines shown on the opposite page. The individual earnings record at the right is posted separately at a later time

1,000 more than it had under most of the old system's three-year life. Despite this, the immediate effect of the new plan was to reduce necessary operating personnel by 8 per cent. This saving in man-hours held good until the middle of 1941 when, with the payroll rising to 12,500, it became necessary to increase the personnel 12 per cent, or 4 per cent beyond the original figure for an 8,500 payroll.

"Up to the present moment, it has not been necessary to supplement the original equipment setup, whereas, had the old system been retained, substantial additions in equipment would have been required to maintain the necessary records," points out Mr. Fox. "From the volume angle, the new plan has definitely meant increased flexibility and ample 'reserve' capacity.

"A good demonstration of the system's flexibility was furnished when the Social Security Law was amended so as to make it necessary for the employer to show the employee's name on each individual's payroll statement of earnings and deductions. Under the present system, this is handled with little difficulty, involving only an extra print with the addressing equipment. The same changed requirements under the old plan would have necessitated an additional yearly equipment investment."

An unavoidable drawback of the old method—one which became more serious as volume increased—was the "funneling" of work through a single machine at various points in the procedure. Naturally, this meant that several succeeding steps had to wait until this one machine had completed its work, and the "bottlenecks" thus created resulted in idle machine time of about 50 per cent.

"Here," Mr. Fox declares, "one of the main differences between the two plans reveals itself. The old plan did not permit doing more than one thing with a record card at a time, whereas, under the new plan, the same information can be used for several different purposes at the same time, when desired."

Today, the payroll accounting department each week receives 625 time sheets arranged by departments. After being audited, the hours and amounts thereon are copied manually to a deduction sheet, together with the deductions which average about 32,300 weekly. Next, the 12,500 payroll checks and employees' statements are written on three high-speed check-writing machines of the type shown in the accompanying illustration.

While the pay period ends on Saturday, the payroll information comes "piecemeal" from the timekeeping department on Monday, Tuesday, and sometimes Wednesday morning of the following week. Despite that, all the work is so arranged that the checks, the employees' statements, and the check register are completed—and the work is balanced with the control figures established from the original payroll sheet—by the close of work on Wednesday. It requires about fifteen hours from each of the three check-writing machines to handle this work with the fastest operator averaging one check every ten seconds.

Although essentially a "production" job, accuracy is, nevertheless, the watchword. Obviously, speed in itself has little value without accuracy. For that reason, close analysis of operating accuracy is maintained throughout all the various steps. The average has been found to be 99.992 per cent, or about one error for every 13,000 machine key operations.

The job of task analysis is a very considerable one—involving about 35,000 individual tasks weekly—but it is completed by employees equipped with low-cost calculating machines in 90 man-hours.

One of the most surprising aspects of the new plan has been in connection

(Continued on page 47)

Chrysler Employees "Go to Town" In Bond Buying Drive

Enthusiastic and good-natured cooperation and rivalry of employees show what can be done to win a virtually perfect record of bond buying when drive employs good showmanship and is well timed and organized

ONE of the accompanying illustrations shows Mrs. Henry Morgenthau, Jr., wife of the Secretary of the Treasury, presenting a flag to the Detroit Tank Arsenal for having enrolled more than 90 per cent of its employees in a regular, systematic payroll deduction plan for the purchase of Defense Savings Bonds. The Secretary had visited Detroit to do the honors himself but became ill while there and was forced to call upon Mrs. Morgenthau to pinch hit for him, which she did quite capably.

A similar flag was also presented to the Great Lakes Steel Corporation plant near Detroit. This and the Tank Arsenal were the first two plants in the country to win such awards.

The Detroit Tank Arsenal is operated by the Chrysler Corporation and the success of this corporation in enrolling its employees in the government-sponsored plan is proof that it can be done with comparative ease, provided a well-organized effort is made. The management of any company wanting to inaugurate such a program will find a majority of workers, both salaried and hourly wage earners, already favorably disposed, and representatives of the Treasury Department anxious to cooperate in presenting the plan and obtaining the necessary authorizations for the payroll deductions.

Winning the coveted award for having enrolled more than 90 per cent of all employees of the Tank Arsenal was the culmination of such a well-organized effort. The final drive had been preceded by several months of less direct effort, however, and the two phases of the campaign together well illustrate the comparative effectiveness of two procedures, either or both of which may be followed by other employers.

Chrysler Corporation was the first large company to respond to the request of the Treasury Department that employers provide some means whereby their employees might subscribe for Defense Bonds on a regular payroll deduction basis. This the corporation did by displaying posters in its plants and by distributing an eight-page booklet to all employees to acquaint them with the plan.

This booklet was entitled, *A Plan for Chrysler Corporation Employees Who Desire to Purchase U. S. Government Defense Savings Bonds Through Payroll Deductions.* It contained a message to all employees, explaining that the plan had been put into effect at the request of the Government and provided for voluntary payroll deductions. A presentation of the bonds was made in much the same form as that used by the Treasury Department, then the principal features of the corporation's plan for making and handling the deductions were outlined. It was accompanied by a subscription card.

Employees could authorize such regular payroll deductions as they saw fit, with a minimum of 50 cents per week for hourly employees or $2.00 per month for salaried employees. Larger deductions might be authorized in multiples of 25 cents per week or $1.00 per month, respectively. If the amount due an employee for any payroll period should be insufficient to cover the deduction, it was suspended for that period and resumed the next. Employees who might desire to make additional payments from time to time could do so by making their deposits with the factory cashier. Deductions once authorized continue until the authorization is changed or canceled.

Amounts so deducted are retained by the company until the total accumulated is sufficient to purchase a bond of the denomination specified by the employee. The corporation then purchases the bond, has it registered in the name or names designated in the payroll deduction authorization, and the bond is delivered by the Government direct to the subscriber.

No interest is paid by the corporation on amounts deducted and withheld for purchase of bonds. No partial withdrawals may be made from accumulated deductions, nor are loans made against them.

Bonds are purchased once each month and the corporation notifies the employees concerned at the time it makes remittance to the Government. Bonds are mailed direct to the subscribers and the latter are urged

(Continued on page 44)

Gun Crib
100%
Bonded
TA 968

With obviously homemade, but nonetheless effective, signs Chrysler employees enter whole-heartedly into bond drive

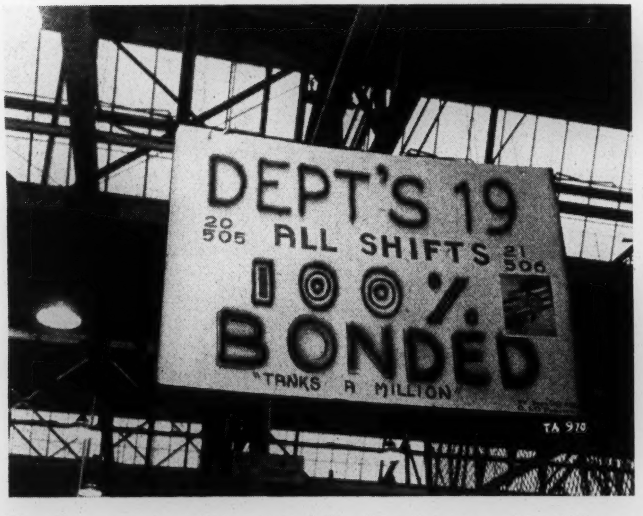
Mrs. Henry L. Morgenthau, wife of the Treasury's secretary, pinch hit for her husband at a rally to sell bonds

REMEMBER
PEARL
HARBOR
A SLAP
FOR A JAP
A HIT AT
HITLER
DEPT 501
100%
DEFENSE BONDS
TA 966

Each department vied with every other department in devising catchy slogans and good-natured gags to boost sales

No Alibis
From the Boys over here
For the Boys over There
100% Dept. 75
TA 943

Some idea of the size of the signs may be gained by comparing them with the structural steel seen in the background


DEPT'S 19
20
505
ALL SHIFTS
21
506
100%
BONDED
"TANKS A MILLION"
TA 970

Employees seemed to enjoy the big drive to sign 100 per cent of employees in all departments as buyers of bonds

Welcome Morgenthau
-27-
Inspection
100% U.S.
Bonded
TA 959
TA 959

One hundred per cent or nothing seems to be the goal of each department, proudly announcing success of its bond drive

400 Kinds Of Jobs Are Now Open

BY
F. C. MINAKER

New Jobs for Women

AN ARMY of 10,000,000 men projected for the year 1943 means that one out of every three American men between the ages of 18 and 45 will serve in the country's armed forces.

It means, as General Hershey recently warned industry, that the armed forces may take *every* fit man, whether employed in war production or not. Exemptions will be permitted only for men who *cannot* be replaced. At the same time, Donald Nelson is calling for all-out production in industry, for the 168-hour week, for the three-shift day—not next year, but right now! This keen competition between Uncle Sam and industry for all available manpower tells every employer of labor in the war industries that the time is not far distant when the bottom of the reservoir of manpower will be reached.

What then? Where will we get the "extra steam" to meet production goals? The answer to the problem lies in womanpower. Manpower may be scooped up for industry, for farm labor, and for military services, but there still remains womanpower—hundreds of thousands of women who have the ability and skill to help keep our factories going twenty-four hours a day. And this source of labor has hardly been touched. Only about 500,000 women are now employed in the war industries in America. This means that only 4 out of every 1,000 workers are women. In contrast, during the year 1918—our peak year of war effort in the first World War—21 out of every 1,000 workers were women. Mary Anderson, director of the Women's Bureau, just last month estimated that nearly 6,000,000 women can be recruited this year for work in war industries, if necessary.

An idea of the enormity of the job facing us may be gained from recent estimates of workers needed for the aircraft industry. It is believed that this industry alone will require 600,000 trained workers in the next twelve months to complete the 185,000-plane program planned! Many thousands of these workers will, perforce, be women. As a matter of fact, Sidney Hillman, labor's top man in the WPB, plans to have more than 1,000,000 women working on production of war materials before the end of 1942, and possibly 2,500,000 women before the end of 1943. Employers who are figuring on deferments in their plants must realize that all deferments are only temporary (six months at the most) and that they should now be training new workers to take the places of the men who will inevitably be called to the armed services.

Each month more and more women are being hired for war work. More than 4,500 are now employed in the aircraft industry alone, many of them on highly skilled work. Present estimates indicate that more than 50 per cent of the total employment in this field will eventually be women—a figure that compares favorably with the percentage of women similarly employed in British aircraft plants. Some aircraft men expect that 70 per cent of the aircraft workers will eventually be women! According to estimates made by the WPB labor division, there are some 400 different kinds of defense jobs open to women now. This may be upped as women begin to receive more training in skilled work and become more experienced.

The Women's Bureau, Washington, D. C., has made an intensive study of the California aircraft plants in relation to the employment of women because these plants were among the first of the war industries to train women and to use them throughout the factories and not just on unskilled jobs or in inspection departments. One of the first plants here to hire women started out with 16 girls as an experiment and by the end of the year was employing more than 500. Now indications are that in the California aircraft plants alone, more than 25,000 women will be employed by the end of this year. These factories are admitting women as well as men to in-plant training courses in order to make as much use as possible of their ability to handle highly skilled work.

The California plant of Vultee Aircraft, Inc., has found that girls excel in all work requiring care and constant alertness. This plant claims to be the first to employ women throughout the factory, and women are to be found in many departments here working along with men on welding, riveting, all painting jobs and even on final assembly. Girls have also been employed in the "hammer house," in the noise and din of hydraulic presses, high-speed trip hammers, and other such equipment. It was found that the girls at Vultee not only maintain a high standard of production for themselves once they learn their jobs, but that they set up an automatic competition with the men, who in turn speed up because they cannot let themselves be outdone by the "weaker sex"!

Among many of the jobs which can be done equally well by men or women are work on milling machines, light punch and forming presses, bench and watchmakers' lathes, burring, polishing, lapping, buffing (on lathes), packing, and labeling. Some jobs can be done even better by women, particularly painstaking, tedious work requiring great patience and finger dexterity. Women also adapt themselves readily to repetitive jobs requiring constant alertness, if not skill, such as drill press work, all types of assembly, winding coils and armatures, soldering, taping, painting, and visual inspection. Women can also do certain notably skilled work after sufficient training. They have the ability to work to precise tolerance, can detect variations of ten-thousands of an inch, and can make careful adjustments at high speed with great accuracy. Illustrations of such skill are:

> Welding, light turret lathe work, sheet metal forming and riveting, light-duty hand and automatic screw machine work, setting-up machine, production, planning, routing, tracing, and drafting.

Among the war industries in which women are now being employed are the aircraft assembly plants, aircraft parts plants, ordnance plants making ammunition for small arms and for artillery, machine tool plants, and plants making instruments. In the aircraft assembly, one-fourth to one-third of the jobs might be done by women. For instance:

> Fifty to 75 per cent of drill press work could be done by women after training; 50 per cent of the benchwork; all of the jobs in tubing; 25 per cent in fuselage; 35 per cent of the jobs in work on wings;

(NYA Photos)

We must revise our ideas about jobs women can perform, for the Army is taking the men, leaving only women for many types of work. Tests show, however, that women can capably fill many jobs usually held down by men

70 per cent on control surfaces; 20 per cent in the press and metal forming departments. After experience on simpler machines, women can also operate such machines as light turret lathes, handscrew machines, and shaping cylindrical surfaces.

Women who formerly had no experience in factories except on sewing have, after a short period of training, been employed in almost every production department. In a large mid-western plant, women in the sheet metal department operate drill presses, hand drills, and other machines. They also work on assembly of oil and gas lines, do all types of benchwork, and install the radios in the planes. In the woodworking department, they operate band saws, sanding belts, and they do nailing and gluing of small wooden parts in jigs. In the plants making aircraft instruments, women are now doing 75 per cent of the assembly work.

The simpler jobs at which most factories start women require but little pre-training. The more skilled jobs will mean, not special courses, but the admittance of women to the usual courses offered men. So far, women have been given little or no training, but farsighted management will realize that the time has come to enroll women in training courses in the factories along with men. Recent efforts to train women for work in war industries is a decided improvement over earlier efforts. For example, less than 1 per cent of the 1,778,000 persons given training in the vocational training classes for national defense since July 1940 were women. Since December 1941, more women have been admitted to training, both the NYA and the WBA taking enrollments of women in greater and greater numbers in their industrial training courses. The "Training Within Industry Branch" of the labor division of WPB is also giving training now to women as well as men in industrial work. Special emphasis is being placed upon training for war work now by the NYA and since March 1942, this training has become greatly intensified. Training at NYA Work Experience centers enables a girl to handle her job and get along with her fellow workers after three months' training—some, of course, require a bit more time, some less. This includes actual work experience and classwork in related training. Girls who finish these courses are automatically listed with the State Employment Service so that they can be placed quickly as the need arises.

In addition to the production line jobs for women, some plants are asking for women college graduates who have concentrated in mathematics, chemistry, or physics to serve as assistant engineers of which there is a shortage at present. Some women are also needed in such positions as radio physicists and technicians. Engineering schools of universities are beginning to open their defense training courses to women now—courses which will qualify them as draftsmen, supervisors, inspectors for engine testing, computation, and a wide range of precision work. Johns Hopkins will admit women for the first time to engineering courses and the Stevens Institute of Technology in Hoboken is accepting college women for a twelve-week course as draftsmen, inspectors, supervisors, engine testers, and computers. In March 1942, the Illinois Institute of Technology in Chicago began giving technical training courses to women to fill the immediate need for technically trained women in war industries and government services. There are three full-time day courses covering materials inspection and testing, engineering, drafting, and industrial chemistry. One year of college or extensive industrial experience is a minimum prerequisite for all three courses.

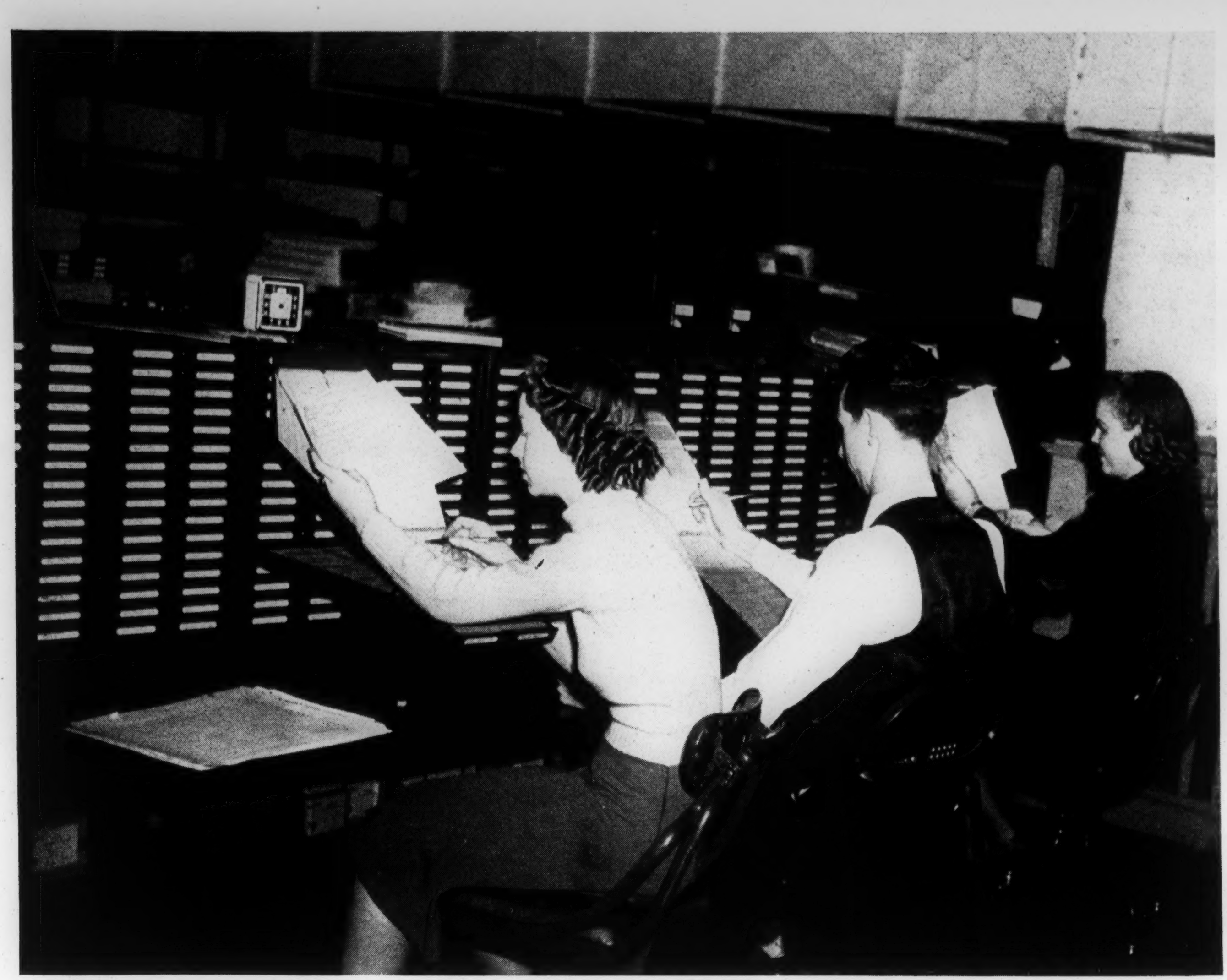
The University of Chicago was one of the first to admit women to its defense course. This course, which is free, is the first full-time program of its kind in the country. Fifty women, chosen from 1,200 applicants, have been enrolled in this course of training to prepare for posts in war industries.

Extra Copies of Important Documents

BECAUSE of the increasing danger from fires and explosions in many plants, especially those on the Atlantic, Gulf, and Pacific seaboards, many banks, insurance companies, and business houses are taking the wide precaution of making extra copies of all important documents. These copies are stored in bank vaults or other safe places away from the plant, factory, or office, so that in the event of a fire or explosion at the home office existing copies of all important papers will be in existence in another location.

A recent broadcast request of a metals company in one of the western states which suffered a disastrous fire and explosion that all companies send duplicates of all correspondence at once indicates how serious it is when a company loses vital papers and documents.

Copies of all vital papers and documents may be made inexpensively in the photostat machines which many companies already have, or where there is not a large volume of work it might be profitable to send the work out to service companies which specialize in this type of work.



THE "MACHINE TOOLS" OF MANAGEMENT

TWO Army procurement officers flew to a mid-west plant recently to attempt to straighten out a production muddle. As one shipment after another was checked to determine the cause of delay, it soon became apparent that almost every delayed order was waiting for "bits and pieces." Of some parts, and of some critical materials the company had huge inventories. But of other, vital parts some of which were purchased from other manufacturers there were shortages.

As shortages were investigated it developed that the company was frequently asking impossible delivery schedules of its suppliers and subcontractors. Digging to the bottom of the trouble it was found that the company had almost no semblance of plan or method in purchasing or in scheduling its own production. Having grown in two years from a company employing about 35 people to one employing 600, there were perhaps some extenuating circumstances to account for permitting the facts about purchasing to remain in somebody's memory rather than on a record card. At every vital point it was found that too much information was in the form of haphazard notes and memoranda, in home-brewed record keeping systems, wholly inadequate for the job required.

After three days the Army procurement men saw that production was moving along at a rapid pace, but that scheduling, planning, and coordination of deliveries were tragically neglected. Many machines were producing plenty—of the wrong parts. Deliveries were held up because someone forgot to order a vital part. Tool losses and breakage were enormous because there was no adequate tool control. Personnel records were virtually nonexistent.

What this company needed was well kept, modernized records which tell facts at a glance. Even in far better managed companies, records are often years behind the times. Overhauling and modernizing record systems is one way to meet production schedules—and unless we meet production schedules our enemies may be telling us what and where and how we can produce in years to come.—*E. W.*

These metal stamping presses, made idle by the automobile industry shut down, are but one of the problems facing the manufacturers whose sales, dovetailed with sales of the automobile manufacturers, have been curtailed for the duration

War Work for Idle Plants . . .

When automobile making ended, these forty-six metal stamping manufacturers, tied to the industry, looked ruin in the face. But cooperative effort, intelligent engineering, and selling found them a place in war work

BY R. G. FRENCH

SOME when in need of help sit down and cry for it; others under similar circumstances present their case to the proper authorities, then do all in their power to help themselves. Among the latter are forty-six manufacturers in the Middle West who have formed a pool known as the Metal Working Manufacturers Committee and who, thereby, have won a new lease on life.

When the Government decreed, late in 1941, that no more automobiles should be produced after February 1, and further hinted that the production of replacement parts in 1942 probably would cease on June 30, it looked like the end for many automotive parts manufacturers. The outlook was especially dark for those manufacturers whose products consisted chiefly of metal stampings. Others might, in time, obtain contracts or subcontracts for war items of one kind or another, but few war items are made of metal stampings. What use could be made of the thousands upon thousands of idle stamping presses in such factories?

Frank Rising, general manager of the Automotive Parts and Equipment Manufacturers, Inc., didn't know, but he did know that group action might succeed where individual efforts were unavailing. He knew, too, that in the rush to produce defense equipment of all kinds as quickly as possible, the governmental agencies simply could not take time to deal with thousands of small manufacturers individually. But if members of the association which he heads could pool their facilities, their manpower, their ideas, they might be able to find uses for those presses.

With this in view, he sent out a questionnaire to the metal stamping plants among his 400 members, and a considerable percentage of them manifested interest. He also presented the problem to the OPM and representatives of that agency investigated the existing condition.

These manufacturers were in distress. All were confronted with the immediate certainty of drastic curtailment and consequent unemployment; many were confronted with the immediate prospect of being forced out of business temporarily or for the duration. Such being the case, the OPM representatives pointed out that numerous areas throughout the country, including three communities in Michigan, had been certified as "distressed areas" deserving special consideration in the distribution of war contracts, and that the washing machine industry had been

More than 2,000 metal stamping presses are owned by members of the Metal Working Manufacturers Committee. But they are now working at 52 per cent capacity, although little work seemed available when the shop-production order came

Auto Part Makers Find Jobs

similarly certified as a "distressed industry."

In view of the admittedly distressed condition of the metal stamping industry, they thought similar consideration should be given to it. On the other hand, they thought that the condition could be more effectively dealt with if it were localized. It might, in fact, be certified as a distressed industry in a certain area.

It was decided, therefore, to confine the proposed association to the Middle West and, further, to divide the membership into two classes—active member-firms located within a radius of 50 miles of Detroit, and associate member-firms located elsewhere in the Middle West. To keep the association from becoming unwieldy, membership was limited to twenty-five in each group.

But while engaged chiefly in metal stamping, most of these firms have at least some other metal working machinery, and so the name "Metal Working Manufacturers Committee" was adopted.

This association, or pool, was formed November 1, 1941. Three committees and an executive secretary were elected to manage its activities. The executive committee consists of three men who are in active charge, assisted by an advisory committee of seven other members and a consulting committee composed of five production engineers. A. T. McHenry, of the Bowen Products Company, Ecorse, Michigan, is chairman of the executive committee. C. P. Adams is secretary. Mr. Adams was in the Ordnance Department during the first World War and has had many years' experience in manufacturing and in organizational work. The organization having been completed, Mr. Rising withdrew to devote his time to his regular work as general manager of the Automotive Parts and Equipment Manufacturers. This parent association still lends such assistance as it can to its offspring. It is expected that associate member-firms in other communities will become nuclei of other areas later.

The Metal Working Manufacturers Committee has three purposes: To secure as much work as possible for its member-firms, to cooperate by providing work for one another and exchanging ideas, and to obtain certification to the War and Navy Departments as a distressed industry in a given area.

The metal stamping industry is still "distressed." A survey of twenty-one member-firms made in December by the United States Employment Service for Michigan revealed that these firms, all in the Detroit area, had been forced to release more than 7,500 of the 14,372 workers whom they employed at their peak in 1941. The condition has since become worse, due to the total cessation of automobile production. The same survey revealed that these firms could employ more than 17,000 workers on war production if sufficient contracts could be obtained.

But even though its member-firms are "distressed" and one of the objectives of the Metal Working Manufacturers Committee is to obtain special recognition on this score, this organization is not sitting idle and waiting for aid to arrive. On the contrary, it is exerting every effort to help itself —and it is succeeding to a notable degree.

At the time the organization

was formed, an announcement was given to the press and several newspapers, and a few magazines published it. The survey mentioned above included a classification of workers according to skills and sex. A table listed all member-firms surveyed, together with their present and potential war products for each plant. Some of them were already making such articles as truck and tank parts, cartridge cases, airplane parts, and shells. They and/or others were prepared to make such additional war items as helmets, gas masks, artillery canisters, practice bombs, air-raid shelters, anti-tank mines, gun springs, and many others.

A complete inventory and analysis of equipment of all member-firms was prepared. This included a large number of metal working machines of many types, in addition to those stamping presses for which work was so sorely needed. And, as these were far more likely to be needed in war work, an index classification of shop machine facilities of active member-firms was also prepared. All such equipment was classified by types and sub-classified according to size and other features.

Some of the member-firms themselves probably were surprised, too, when they learned how much of such equipment they really had. Drilling machines of all types, for example, numbered more than 450. They also found that they had a total of more than 400 grinders of assorted varieties, more than 200 lathes, nearly as many milling machines of one kind or another, nearly 100 screw machines, and many of other types, including bending, boring, broaching, duplicating and profiling, forging, key seating, planing, nibbling, shaping, tapping, threading, welding, wire working, and woodworking. We might add that they have more than 2,000 presses.

All such information was filed with the OPM (now the WPB), with the local ordnance office, with the Office of Contract Distribution, and with prime contractors in the territory. The experience was similar to that of starting a new business. The management had to inventory its facilities, decide what it was equipped to do, survey the market, then let the new business be known and seek work. Some of the member-firms were fully qualified to take on large prime contracts, but all were ready and willing to take subcontracts or anything they could get.

Mr. Adams is a full-time representative and his office is the clearing house for all member-firms, but individual members are perfectly free to get out and hustle for business, too, and they do so.

There is a meeting, attended by one man from each member-firm, every other Wednesday. At this meeting, the secretary and heads of active committees report, new business and prospects are discussed, blueprints are studied, and all matters pertaining to the general welfare are threshed out.

The consulting committee, composed of five production engineers, meets on call to study the engineering problems, discuss bids, and so on. It can assemble on the same day that the call goes out.

The most intensive work has been done with prime contractors in the territory and with the local offices of governmental agencies, including the Ordnance Department, WPB, and Office of Contract Distribution. The association having become known now, it receives frequent calls from all of these sources of business. Not infrequently, one of the agencies of the Government calls up, reports that it has a problem, and asks that the committee send its engineers over to help solve it.

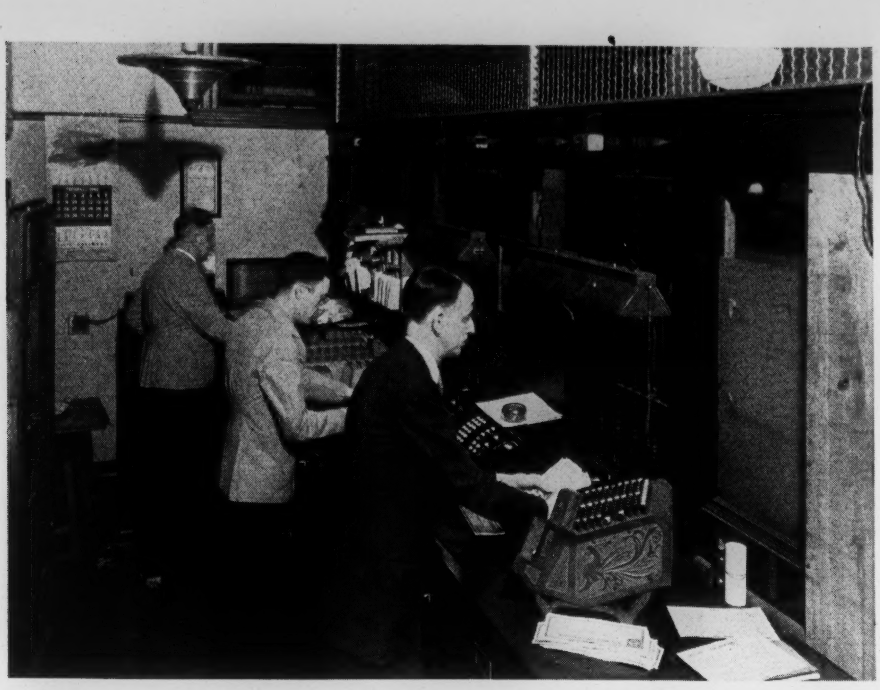
For example, the Ordnance Department reported that a prime contractor needed 8,000 pieces daily for tank tracks. The committee found that five member-firms were qualified to supply these and the prime contractor signed up with four of them. One member-firm was assisted in obtaining a contract for tubing to be used in war work that kept one of his departments busy for five months.

One prime contractor needed twenty-eight different items; member-firms of the Metal Working Manufacturers Committee were able to supply nine of them. This probably will last for the duration, as the parts are for guns. Another member-firm has obtained an order for 100,000 pieces to be terneplated. Another is keeping twelve turret lathes busy twenty-four hours a day on forgings for Diesel engines, and so on.

When such inquiries, or others, are received, Mr. Adams immediately sends a bulletin to all member-firms, outlining briefly what is desired and asking whether they are in position to negotiate with the inquirer. Needless to say, those which are do not hesitate to let the fact be known.

Then too, just as a progressive manufacturer has an experimental or research department, so this group of progressive manufacturers has established an experimental department. This department, which is sponsored by six member-firms, has worked out a method of making a projectile by stamping, instead of on screw machines, and the experimental tools are being made as this is written. This has not been accepted by the armed forces as yet, and further experimental work may be required. In other words, it is just something to hope for, with reasonable expectation that it may work out all right. If it does, it will mean an almost unlimited volume of work for those idle stamping presses.

Meanwhile, instead of sitting idle and waiting for help, member-firms, on the average, right now are operating at 52 per cent of capacity. They still are "distressed," all right; three of them are working at only 10 per cent of capacity, one at 15, and others on up; but they are still in business and they have hope that eventually their facilities will be utilized at full capacity.



Modern equipment enables a small staff to handle transactions of more than 5,000 members of the Credit Union operated by employees of the Illinois Central System

Credit Union Boosts Defense Bond Sales at I. C.

IN ADDITION to the amount of Defense Bonds and Stamps purchased by employees of the Illinois Central Railroad, at least one of the several credit unions operated by the railroad's employees purchased the maximum yearly allotment of $49,500 Defense Bonds for 1941 and expects shortly to purchase the maximum allotment for 1942. This credit union, the Illinois Central Cicero, has a present membership of 5,003 having increased its membership last year despite losses of members who closed accounts to enter military service. It is the first credit union established in the Illinois Central organization and its membership is restricted to employees receiving paychecks from the Chicago area.

According to the annual report for 1941 Illinois Central Cicero made loans amounting to $1,063,493.20 to members, collected in from shares $516,445.04 and withdrawals totaled $369,512.20. There were 1,090 new members.

While the railroad, officially, has no responsibility for the success or failure of any of the credit unions beyond sanctioning their organization and permitting them to use railroad property for their places of business, this railroad actually is vitally concerned in assuring honest, efficient credit union administration providing maximum benefits to the employee membership.

A borrowing employee is not required to authorize payroll deductions of the credit union payments unless this is the only practical way of collection from him. It was pointed out by Clyde M. Knodell, president of Illinois Central Cicero, that only 15 per cent of the borrowing members of his credit union have been required to make payroll deduction authorizations. Interest rates have been reduced from 1 per cent monthly to ¾ of 1 per cent monthly on loans made to members, this being found sufficient at this time to pay all operating expenses of the credit union and dividends to members with credit balances of less than $1,000. No interest is paid upon that portion of a member's balance which is in excess of $1,000. Operating expenses are kept down to a minimum.

Illinois Central Cicero Credit Union was started in 1930 by M. J. Vollenweider and ten associates in the paymaster's office in the Cicero yards, each of whom put in $5.00. Mr. Vollenweider now is treasurer of the credit union. At the end of its first business year, membership stood at fifty-three, and the dollar volume of loans made to members was $350. Each year since, however, the organization has shown rapid progress.

Commenting upon the excellent showing made in 1941, Mr. Knodell said:

"The Illinois Central has a wonderful hospital department to cure physical disease and sickness and I feel that the credit union is curing many employees of financial sickness, relieving their minds, and giving this railroad eight hours of honest labor daily. Every dollar we put out to purchase luxuries, such as automobiles, refrigerators, and radios in addition to money loaned employees in financial difficulty, is helping to increase purchasing power and to increase business, not only on railroads but in general. We relieve the railroad's legal department by reducing to a minimum wage assignments and garnishments, and relieve payroll clerks the same way. We relieve department heads with employees who need assistance. We cash checks without charge for employees, a service no other credit union to our knowledge now performs, and by giving this service we relieve the cashier in the local treasurer's office and in the ticket office of waiting lines of employees trying to get paychecks cashed.

"We earned $47,369.39 and $35,703.81 was distributed to employee-members of the railroad only, no one receiving more than $60, and over 60 per cent of the total going to the borrowers. All expenses of operating this credit union are paid by borrowers. We have four employees on the payroll, a treasurer at $225 a month; an assistant treasurer at $200 a month; a clerk at $85 and a stenographer at $80 per month. The first two are on furlough from the railroad. All other officers and directors of Illinois Central Cicero give their time without pay.

"At the time I asked the Illinois Central for permission to make payroll deductions I never dreamed we would reach our present membership. At no time have we put an employee on a payroll deduction basis unless it was absolutely necessary. We have received 100 per cent cooperation from every department on this railroad and have been encouraged in this credit union work from the chairman of the board to the terminal superintendent."

In addition to the $49,500 Defense Bonds purchased in December, the annual report shows this credit union's investments in other government securities amounted to $121,649.82, bringing the total of government securities on hand to $171,599.82 at the close of the year.

The credit union is also an authorized agent for Defense Bonds and Stamps in denominations up to $1,000.

Dollars from Wastebaskets

AS PART of a conservation campaign, officials of the Consolidated Edison Company recently ordered a search of all wastebaskets. When the search had been completed the rubber bands, erasers, clips, and other metal scraps shown in the picture on this page were recovered.

In many offices papers are sent to files with clips on them. Perhaps tons of steel are tied up in America's files. Many good filing departments do not file clips because they take up room, but in any office where there is a shortage of clips, there may be enough in files to fill requirements for some time.

While the dollar volume of savings of such items is not large, both metal used for clips and rubber for bands are on the list of critical materials and saving such items for reuse adds that much to the store of materials released for war needs.

Curious to learn how much material was buried in desk drawers, one executive cleaned out the center drawer of his desk which he had always used as a "catch all." In it he found 6 ounces of rubber bands—enough to last him at least a month and an estimated three months' supply of steel clips. A quick check through his office indicates that his desk is by no means an exception. Another favorite "catch all" is the bottom drawer in the left-hand pedestal of the average desk. Here will often be found a pair of last year's rubber shoes, old golf balls, ancient Christmas cards, a couple of broken or damaged inkwells, a discarded ash tray, a forgotten box or two of clips, and a supply of rubber bands.

Almost every office has its dead files, dark spaces under stairs, unused storage cabinets, its collection of broken or damaged equipment. Often these collections of junky material are needless fire hazards. Cleaning out these spaces would serve the triple purpose of releasing the space for more constructive use, eliminating part of the fire hazard, and conserving critical materials.

Several companies have staged clean-up campaigns with great and surprising success. They have found unsuspected supplies of letterheads, second sheets, printed forms of all kinds, as well as miscellaneous supplies, buried, forgotten, unused in desk drawers, cabinets, on shelves.

IT'S ON TWO SHIFTS FOR VICTORY!

The old white collar, she ain't what she usta be.

For so acute are today's production problems — in the office, as well as in the factory — that many concerns employ multiple shifts of clerical help . . . so that figure-work machines shall not stand idle while machine tools hum a victory tune!

Thus Management's battle against time throws new emphasis on the amazing *speed* of Comptometer adding-calculating machines, and the time-saving *efficiency* of modern Comptometer methods (particularly in figuring *costs and payrolls*).

In the light of these new conditions, you may wish to consult your local Comptometer Co. representative. He is prepared to suggest ways in which your present Comptometer equipment can be better adapted to meet your new problems.

Telephone him . . . or write to Felt & Tarrant Mfg. Co., 1724 N. Paulina St., Chicago, Ill.

COMPTOMETER
REG. U. S. PAT. OFF.
ADDING-CALCULATING MACHINES and METHODS

This is where we'd ordinarily put a picture of the Model M Comptometer. Because these extraordinary times emphasize the importance of Comptometer Methods so strongly, we've omitted the machine in an effort to call your attention to that emphasis!

(Jam Handy Photo)

Where to Look

Ten suggestions, all based on experience of successful seekers for war work, show how to avoid some stumbling blocks in finding your place in war production

1. Is Your Product Suitable?

Some companies have sent men rushing to Washington seeking contracts for intricate ordnance items, only to find the Army requesting bids on items which are similar to their regular products. Check with the Quartermaster Corps Depots, all the arsenals, Air Corps Contract Section, Chemical Warfare Service, Signal Corps, Engineer Corps, and Medical Corps to determine if your regular product is being purchased. Go to the nearest Army Field office or Quartermaster Depot, not to Washington. Then check the Navy. It has twenty-six field purchasing agencies, scattered from San Diego to Portsmouth. Then check the various Navy offices, such as the Bureau of Docks and Yards, Bureau of Ordnance, Bureau of Navigation, Shore Establishment Division. Remember the Marine Corps and don't forget the Maritime Commission, with its four divisions of Purchases and Supplies.

2. "Sell" Your Plant Facilities

Assuming that you have no products which can be sold to the armed forces "as is," it is time to begin work on obtaining contracts. Make a careful study of your plant. List all tools and equipment and prepare a portfolio which illustrates fully your ability to perform certain types of work.

Include every pertinent fact in this portfolio—manufacturing, processing, shipping facilities, training and skills of employees, number of employees, and something about your financial condition, including bank references. Prepare as many copies of this portfolio as you have men ready to go out and seek war work.

3. Start at Home

Unless you operate a large, well equipped, or highly specialized plant capable of handling big production orders, it may be best to attempt to obtain subcontracts first. This is a selling job, surprisingly similar to selling in peacetime. Visit every plant in your community and in near-by communities now working on war contracts. If possible obtain drawings, blueprints, samples of work in progress. Submit bids, suggestions, schedules based on these facts. Remember, every contractor wants to do as much work in his own plant as possible. He thinks it will delay, complicate, or hamper his final deliveries to farm out work. Convince him that you can furnish some part or piece as wanted and that your doing part of the job will simplify, not complicate, his effort to help speed Victory.

4. Haunt the War Production Board Office

The Contract Distribution Branch of the War Production Board has offices in many cities. Some of them have displays of parts and products needed. Plan to spend time at regular intervals at these displays. If the branch sends out regular bulletins, as some of them do, get on the mailing list and appoint some responsible person in your organization to study all requests for bids. Do not give up because the first list seems to be useful only to manufacturers who have modern machine tools. Your turn may come only after studying several bulletins. As in selling civilian products, it will be necessary to run down every lead, follow every clue, no matter how vague or how remote it seems.

5. Team Up With Others

Contact your trade association, your chamber of commerce, and all manufacturers' associations. Keep in touch with all groups formed to handle war work in your vicinity. Many of these groups have been failures, but some have done well. Find out what they are doing, consider joining them, solicit business from them. You will learn something from every call you make on people who are already in the war production program. Some manufacturers have obtained orders from the most unlikely places. Tips and leads and ideas from bird dogs are just as valuable in obtaining war production work as in obtaining civilian sales or contracts.

6. Start a Direct-Mail Campaign

Build up a list of every person, group, organization, and branch office having authority to buy war materials. Include the Quartermaster Corps Depots, Army ordnance officers, Air Corps Contract Section,

for War Work

Great skill, much patience, and no little salesmanship are required to land a war contract. Without one you may have to erect a "Closed for the Duration" sign

(Dodge Division, Chrysler Corporation Photo)

Chemical Warfare buying offices, Signal Corps Laboratories, Engineer Corps contracting officers, the two Medical Corps Depots, all the Navy offices, shore stations, and field purchasing agencies, and all the War Production Board field offices, and all individuals in the War Production Board whose names you can learn. In letters to all these buying agencies describe your products, your facilities, and ask for lists of supplies and equipment needed and for opportunities to bid. If you have a booklet or a folder describing your plant facilities, equipment, etc., include this booklet. Write all these people regularly so long as there is any chance that they may be buying something you can furnish. Include all prime contractors in your area in all mailings.

7. Improve Present War Materials

Some people will tell you that Army, Navy, and Air Corps specifications are cast iron and cannot be changed. This is only partially true. Do not hesitate to try making something for the war effort in a different way. There are cases on record where a manufacturer found it impossible to obtain war contracts without changing specifications. Shoes, underwear, pants, ammunition loading devices, paint—these are but a few of the products for which the Army changed specifications to permit more manufacturers to bid on supplying them. (See American Business, page 12, March 1941.) If you have an idea that you can make a product just as good or better by changing specifications, go ahead and make up a hand sample, if possible, submit it to the Government for testing. You may land a contract this way. But remember, generally speaking, the Army, Navy, Marine Corps, or Maritime Commission specifications are built up through long experience and are not to be changed for whimsical reasons or mere preferences or convenience. You must have a good reason to expect specification changes.

8. If You Have Salesmen

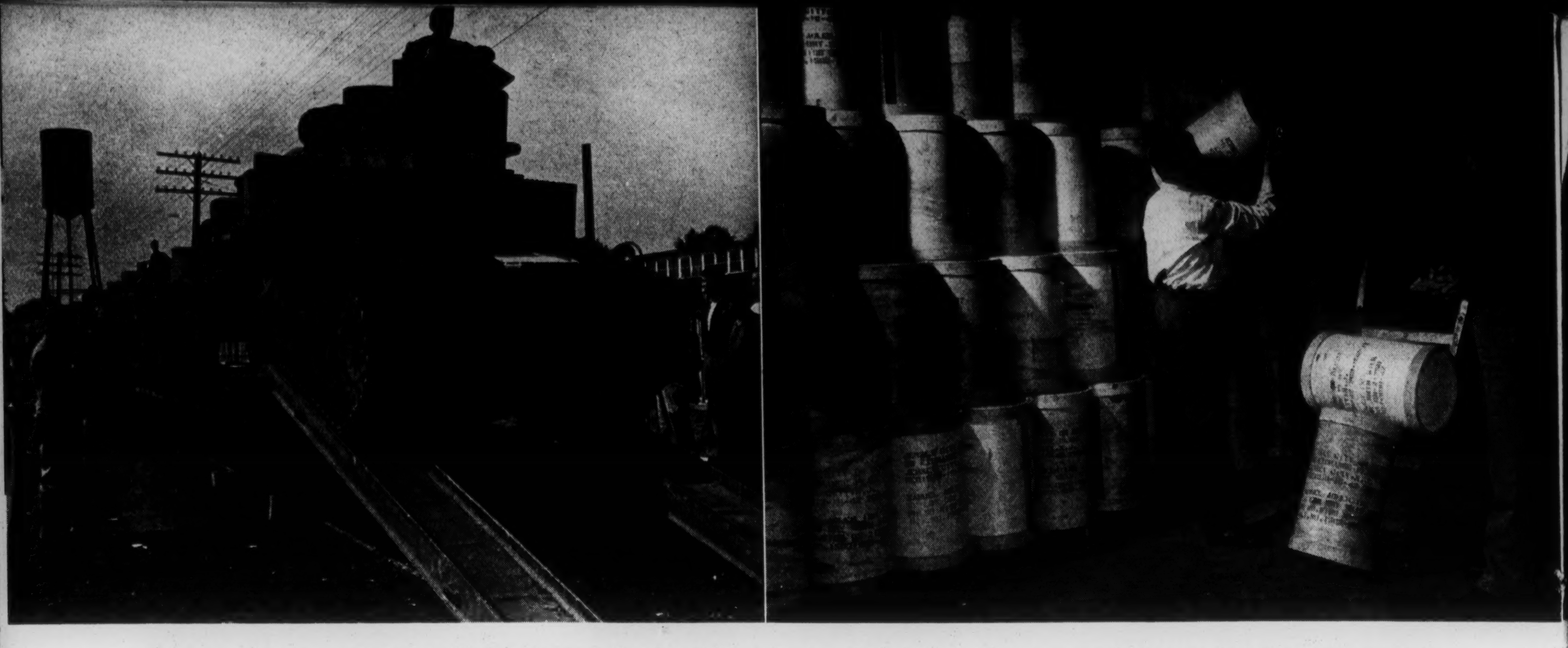
Before you dismantle or skeletonize your sales organization try putting the men to work digging up leads for war jobs. Let them visit Army camps, Naval stations, soldiers at work and at drill or at class. Instruct them to make notes and send in specifications and descriptions. All the armed services use almost everything civilians use. You can find a place in the production program if you keep trying. Have your salesmen visit all field supply stations, depots, Navy yards, shipbuilding plants, defense housing projects and hunt for contract opportunities. One company called in all salesmen for a meeting to instruct them in plans for smoking out war orders. (See American Business, page 12, December 1941.)

9. If You MUST Go to Washington

Sooner or later every manufacturer decides he must go to Washington, visit his senator, representative, his lawyer, or his trade association secretary. All right, if you must go, do these things: Have specific suggestions. Learn the names of men to see. It's a day's work just getting into the Army or Navy or WPB unless you know whom to see in the first place. Do not depend on getting your newspaper correspondent, a political friend, or some lawyer to introduce you. While all these persons may, at times, be helpful, remember they have their own problems. They do not always know whom you should see or through what channels your proposals should move. Be wary of men who can "pave the way" to officialdom for a fee. They may actually prove to be a hindrance rather than a help.

10. Obtain Expert Assistance

Before you prepare bids read every word of the "Invitation to Bid" carefully. Consult your own lawyer, if he is a good one, or find a lawyer now serving companies with war contracts. Show your contract to your banker and warn him that you may need money to complete it if you land it. There are protective clauses which should be included in many war contracts, detailing methods of payment, etc. Be sure you are prepared to give bond, by bonding companies satisfactory to the Government. Visit other companies now doing war work successfully and get a picture of the paper work in connection with government contracts.



Because the war program calls for thousands of articles of every description, many manufacturers feel that war work is bound to come their way. But this isn't always true, as this story shows. You must fight for it just as in peacetime

Why We Scrapped Our War Production Plan

Before you join a production pool or support a community production group, read this truly frank story about the experience of the Los Angeles Chamber of Commerce in helping members find war work

BY HAROLD W. WRIGHT

Domestic Trade Department, Los Angeles Chamber of Commerce

IS THE small man, whose business is threatened today, ready to hear the truth about himself?

If his civilian products are curtailed, is he willing to make the mental adjustment necessary to get into direct war work?

Is he aware that his best opportunities may lie in subcontracting—but that he will have to exert high salesmanship to get it?

And to put the worst of it last, can he stand the shock of discovering that his place may be, not in business for himself, but on the payroll of a war plant?

I believe the American business man is learning these facts for himself, and can take it, and is even going to like it. We are all in a tight spot, and war is teaching us what we must do.

Anyway, here is the truth of the situation, as we see it, after eight months of helping manufacturers change over into war work. We have learned some things and expect to learn more.

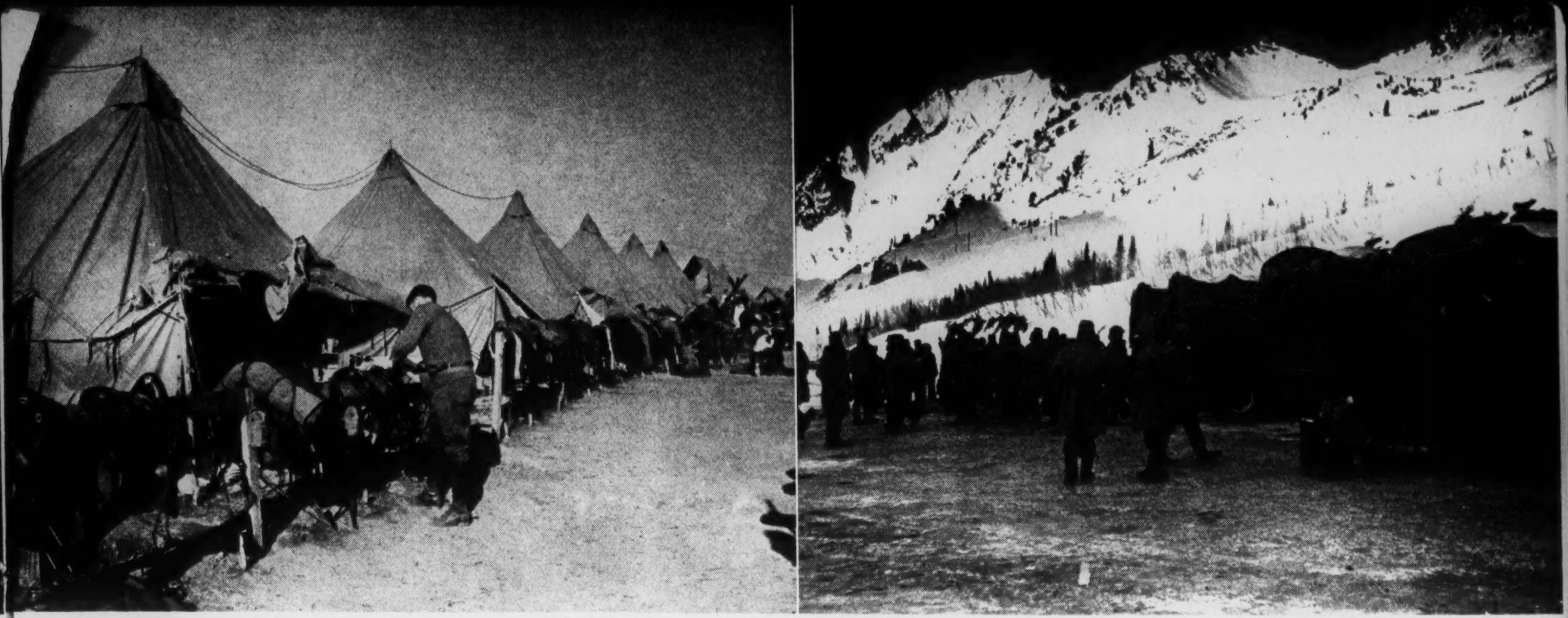
In June, last year, the directors of the Los Angeles Chamber of Commerce decided that our area, fifth largest industrial region in the country, with more than 6,000 manufacturing plants, could make a bigger contribution to the defense program. So, we set up a modest plan. It was somewhat different from plans developed in other regions. There was no association to join, nothing to pay, and no fanfare.

We simply let our manufacturers know that we would do three things for them, if they proposed shifting into war work, or "defense" as it was then known. And we got a response from a comparatively small number, not more than 300. Some of them foresaw that we would get into the war and that it would be necessary to shift. Others were ready to at least look into defense work, as a sort of insurance against the shrinkage of their normal production.

Most of them were in the metal trades—you remember that defense was then thought of as airplanes, tanks, and guns.

The three things that we offered were as follows:

First. If a manufacturer was



(U. S. Army Signal Corps Photos)

With warehouses being stacked to the rafters, with production rapidly approaching an all-time high, with troops in every part of the world to be supplied, it looks as if there is a place for everybody in the production program. Read the facts here

interested, we got for a central file an inventory of his equipment and products, so we would know what he was capable of making. Also, his own ideas about what defense products he could make. If he wanted an engineer to help him get this information, we would send one to his plant.

Second. We established a Washington office to keep close track of government requirements and notify our cooperating manufacturers when bids were asked on things for which they were equipped. This involved sifting out from a mass of requirements maybe two or three products weekly. Later on, it became sifting the haystack to find the needle.

Third. When a manufacturer put in a bid, our Washington office was notified and followed up. Los Angeles was under handicaps of distance, time, freight, delivery dates. If necessary, we asked for and often secured modifications of terms to equalize the bidding. One of our men in Washington was on hand when bids were opened and notified the Los Angeles bidder if he had obtained the contract. We installed Teletype facilities for quick communication with Washington and were often able to render special service that greatly helped our bidders. For example, it was discovered that a bid had been delayed in the mails, and when the government purchasing agent was told about it, he waited. That bid was lowest and got the contract.

By fall, we had a group of interested manufacturers who followed our reports, some of them bidding on and getting defense contracts, and others getting ready, who have since obtained war work direct.

Reading 100 or more government proposals every day, sifting out the ones that would interest our manufacturers, and notifying them, generally by local telephone, was a big detail job. The number of proposals rose and is now more than 300 daily.

This work cost money, and we invited our manufacturers to subscribe for a service to help cover expenses. For $25 a month, they would be notified of contracts in their line and be helped to obtain specifications and drawings, along with information about bids on previous contracts of the same kind. The service cost us more than we charged, and we did not hold it strictly to a subscription basis, because the Los Angeles Chamber of Commerce is a semi-official organization, partly supported by the County of Los Angeles, and is thereby bound to render service to all manufacturers and business concerns. But generally, those who were interested were willing to help bear the cost.

After eight months, and just as our plan was given approving publicity by the United States Department of Commerce, we abandoned it! There were several reasons.

First. The Chamber could not maintain a special service for a group of members—whatever we did had to be available to all business concerns.

Second. We did not want to confine the service of making a daily analysis of calls for bids only to the subscribers to our service. We are now making an analysis of calls each day, and the number is running about 350, and we are able to bring opportunities to the attention of all manufacturers who might be able to make items for the Government.

Third. We realized that the number of manufacturers capable of bidding for direct war contracts was small, compared with the number who would sooner or later find their opportunities in subcontracting.

Los Angeles had a dress rehearsal for war work, because our aircraft factories got foreign orders for military planes before the war started in 1939. Even before the first English orders came, we were making war planes for China and other countries, and these orders created a demand for parts. Many established manufacturers learned to make parts, and as the business expanded many more went directly into part-making as subcontractors.

The first people in this field were always the most enterprising, manufacturers with aggressive salesmen, good engineering, an ear to the ground. They not only got subcontracts for plane parts, but became contractors themselves, like a rubber manufacturer who had 165 employees two years ago, and was making 20 per cent airplane parts and 80 per cent civilian stuff. Today that company has 600 employees, is making 90 per cent war stuff, and has contracts with other rubber concerns, formerly competitors, who all-told employ more than 1,200 people.

Alert manufacturers were also quick to adapt themselves to munitions.

One outstanding instance is a sheet metal manufacturer who, before war started, bid on a large government order with such success that he took it from eastern concerns on a lower price. Other bidders planned to execute the order with their regular production lines. He thought the order large enough to warrant planning an entirely new production line and getting special equipment.

In any industrial community we should expect to find only a very few such manufacturers. They are ones who are going ahead in civilian production. We think of them as the cream, and after they have been diverted into war work, then there is another group, larger, but not so very large, either, that will follow their example. We might speak of this group as the "top milk." They have the brains and energy to shift over, but are apt to do it only under pressure. They will not wait until their civilian business begins to disappear, but will act when they are sure it is going to disappear. The group with which we began working last summer would rate as "top milk."

Probably not 10 per cent of the manufacturers in a community are capable of handling direct contracts. This leaves a vast number of concerns which must look to subcontracting, and in many cases they will not be drawn into war work until their civilian business has been greatly affected, if not stopped, by shortages of raw material, shifts in labor, and other war changes.

Those manufacturers are today on a tough spot.

What is worse, they are in a bad mental state.

Those are hard words, but they are the truth.

We have found that the small manufacturer who sees his business shrinking gets along best when he works with an experienced advisor who will deal with him as an individual, not a man at a meeting. As an individual, he can concentrate on his own troubles and consider ways of getting his business switched over. In a meeting, he wants to discuss the general situation. He can't cure that, and discussion simply makes him more resentful and gets him nowhere.

The first suggestion of an experienced advisor is apt to astonish him.

"Mr. Smallman, have you thought about taking a job in a war plant?"

Some months ago, a small metal manufacturer came to us to ask about war work. He wanted to get some kind of direct contract with the Government, because he had heard that in war, all facilities would be mobilized.

Another PRODUCTION Story

Turn now to page 26 and learn how a group of metal working plants, shut down by the automobile "freeze" order, pooled all resources, pitched in, and got enough war work to enable nearly fifty plants to work at 52 per cent production capacity

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His plant was small, did a local business, and it was hard to get material. He was ready to make his change-over, if we could tell him what to bid on and how to go about it.

This proprietor had been a journeyman, then a foreman, then had gone into business for himself and was proud of his advancement. In normal times, he employed 15 men. But with contracts getting scarce, his men had left to go into the defense plants.

After a frank talk, that manufacturer applied for a job in a defense plant that was glad to have him as a supervisor. He is making more money, in wages, than his business could yield in these times. When peace comes, he will be able to go back into business. He may be worth more to himself in the defense plant, if he is promoted. He is certainly worth more to the country in a job, for there he is a valuable asset, while in business for himself he would be a liability.

War plants and even subcontractors are actually looking for such men. I know of one case where two young fellows had started a small business just before war began. A subcontracting manufacturer wanted one or both of them as supervisors and to train new employees. He persuaded one to sell his interest and come with him as an employee. That young man is now making twice as much money as his partner who stayed behind to struggle with the problems of running his own business.

This is a decision that the man with a small business has to make for himself, but undoubtedly many proprietors have gone back on payrolls, and in war, there is not the same reproach as in ordinary times, because it implies no failure in themselves. War simply makes it impossible to continue even large businesses if there are no materials for them. The big concern strips down and *(Continued on page 42)*

Dartnell And the War!

In common with most of our subscribers, the Dartnell organization is now geared to the war effort. Editorial and research facilities which have hitherto provided American industry with essential sales and management data will now also be directed to the procurement of information, plans, facts, and material of direct assistance to companies which are engaged in war production.

★ DARTNELL WAR PRODUCTION SERVICE (New)

This is a service intended for presidents, personnel managers, and production executives of all companies engaged in producing directly for the war effort. It provides a clearing house of tested plans and information covering (a) industrial relations, (b) supervisory training, (c) maintenance of workers' morale, (d) production incentive plans, (e) case studies of personnel and labor problems in specific plants, (f) scoreboard, bulletin board, poster material. The subscription for the complete service is $7.50 a month.

★ DARTNELL "TOOLS OF VICTORY" BOOKLETS (New)

Designed to do an industrial relations job and specifically to correct negative attitudes of employees and war production workers. They will inspire workers to greater production effort without "needling" them. Two are now available, one being a de luxe "Victory" booklet consisting of a pictorial presentation showing how war goods are used by the boys in the services. The other is the popular vest-pocket booklet, "I Will Win the War," which sells the worker on his individual responsibility to help win the war.

★ "CIVILIAN DEFENSE" MAGAZINE (New)

Published monthly for key men in civilian defense and for the executive in charge of plant protection. This vital magazine brings reports by experts covering fire protection, air-raid precautions, industrial first aid, anti-sabotage work, etc. Also news of civilian defense activities throughout the nation and reports on communities which have done an outstanding job of civilian defense organization. "Civilian Defense" magazine will be read by Civilian Defense Chairmen and plant protection executives. $2.00 a year.

★ DARTNELL POST-WAR PLANNING SURVEY (New)

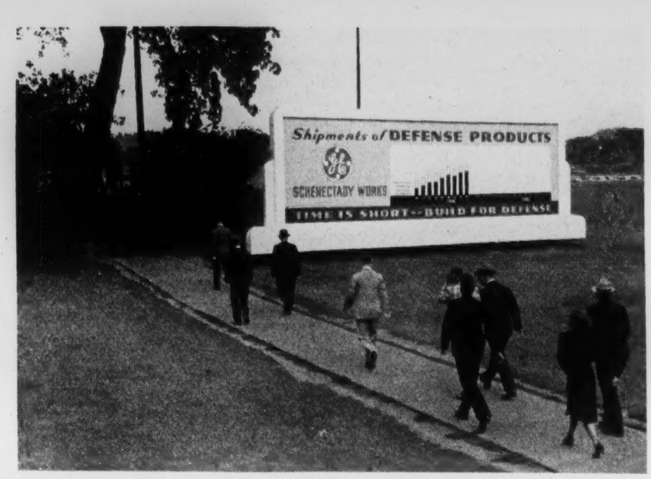
Many progressive companies are thinking today how they will keep their plants busy when war orders end. This Dartnell Survey of Post-War Sales Trends should be studied by every management executive because it presents the experiences, thinking, planning, and market changes now being taken into account by those companies which are doing an outstanding job of post-war planning. Subscription fee is $12.50.

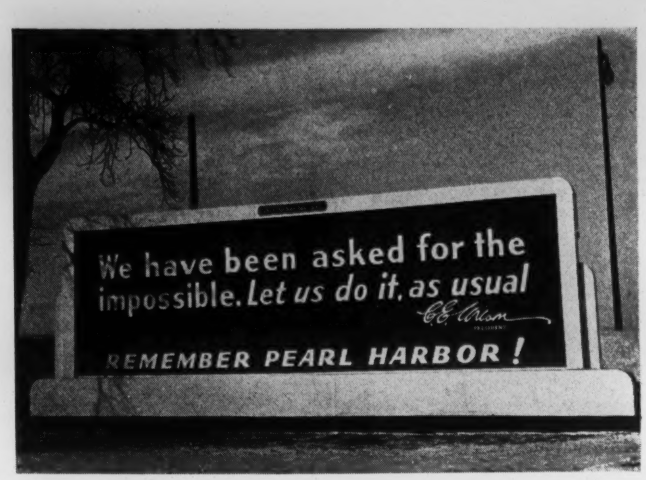
★ DARTNELL VICTORY PRODUCTION PRIZE BOOK (New)

Produced since war was declared. Represents a powerful tool which can be used to get action in the direction a company desires whether it be increased sales or increased production. Featuring a complete home with many attractive editorial features and color pages, over 1,000 prizes are offered varying in price from 25 cents to $100. The Government suggests prizes for war production workers.

Complete Information on Any of These New Dartnell "War Production" Aids Will Be Sent Immediately on Request

The Dartnell Corporation, 4660 Ravenswood Ave., Chicago, Ill.


Shipments of DEFENSE PRODUCTS
SCHENECTADY WORKS
TIME IS SHORT--BUILD FOR DEFENSE


We have been asked for the impossible. Let us do it, as usual
REMEMBER PEARL HARBOR!

General Electric Uses Outdoor Bulletins To Inform Employees

WITH the increasing tempo of war production many plant operators have devised new methods of getting over the necessity for increased production to employees. General Electric Company uses large painted outdoor bulletins to inform employees about the progress of the plant's production and shipment of war materials.

The bulletin board shown at the left, above, has been changed to read "War Products" instead of "Defense Products" since the photograph was made. These big bulletins prominently situated near plant entrances are daily reminders to each worker of his part in the company's gigantic war work program.

Many clever ideas have been developed for adding interest to production programs. The War Production Board suggests a scoreboard idea which has a humorous slant. The idea is to have two large paintings of Hitler—one in a typical Hitlerian pose, yelling out one of his violent speeches. Next to it is the same figure, but hanging to a rope, dead, dead, dead.

Divide both boards into one hundred squares, each square representing 1 per cent of production quota. At the start of the campaign the hanging Hitler is completely covered with the squares. Every time 1 per cent of production quota is completed the idea is to remove one square from the hanging Hitler, transfer it to the yelling Hitler. When 100 per cent of production is completed the hanging Hitler is completely exposed and the live, yelling Hitler is completely covered up.

Finds New Lines for Priority Bound Sales Force

STOPPED dead in its tracks, so far as civilian business is concerned, Aluminum Goods Manufacturing Company, Manitowoc, Wisconsin, one of the largest producers of aluminum utensils, has found a way to keep its sales force employed.

The company has made arrangement with other producers of household goods whose production is not subject to "freezing" because of war efforts to have Aluminum Goods salesmen represent them throughout the country.

Some of the lines now being sold by Aluminum Goods salesmen are: A line of food covers and plastic curtain hooks manufactured by the Blossom Manufacturing Company, New York; merchandise of the Federal Tool Corporation of Chicago, which consists of glass products, such as a nutmeat chopper, onion chopper, batter server, etc. Two lines of earthenware of the Pfaltzgraff Pottery Company, York, Pennsylvania, including casseroles, stew pots, and such.

This plan has enabled the company to keep its salesmen employed, to continue its contacts with its regular trade, and to serve several companies which had not as yet been able to perfect national distribution.

For various reasons all of the salesmen do not sell all of the lines nor sell them in all sections of their territories.

Take a letter to all Executives, Miss Bell. "Your typewriters, because of the present emergency, have become more valuable than ever. I know your typists do their best to keep them at top efficiency by proper cleaning. But the best possible conservation measure is to take advantage of the Underwood Maintenance Agreement. This provides for *regular inspection* of your machines. It is, in effect, an insurance policy covering the efficient operation of your typewriters. Ask us for details."

"For want of a nail, the shoe was lost"

Copyright 1942, Underwood Elliott Fisher Company

Back Them Up...

Take care of your *Office* *Machines*
so they can have more *War* *Machines*

...Underwood can help!

He's in the Army now! Better take good care of that Sundstrand Payroll Machine, honey! It takes Uncle Sam's approval to get you a new one. Remember this one thing. There is some one in the Underwood Maintenance Department always at the other end of the phone.

"Never put off 'til tomorrow . . ."

What does this add up to? Calling for Underwood Maintenance Service in time adds up to a heap of good sense . . . and helps your country. Today, every Underwood Sundstrand Adding-Figuring Machine is precious because it must be made to last longer. A Maintenance Agreement will do that and keep them in tip-top condition. And instruct your staff to call for Underwood Service when any one of your machines gives less than its usual efficient performance.

"A stitch in time saves nine"

Supplies, too, belong in your Conservation program. Did you ever think of how important they are at a time like this? For instance, you want ribbons and carbon papers that give the clearest possible reproduction with longest possible wear. The answer is Underwood Elliott Fisher Supplies. Who else should you turn to for such supplies, but the maker of the machines themselves?

Underwood Elliott Fisher
Helps Speed the Nation's Victory!

Underwood Elliott Fisher Company
One Park Ave., N. Y. *Nationwide Service*

Invest in America! Buy Defense Bonds and Stamps

CARBON PAPER
UNDERWOOD ELLIOTT FISHER COMPANY

The Truth About WPB's Big Production Drive

(Continued from page 13)

issues of American Business, and a list of these articles accompanies this report.

Question: Does the War Production Board think it can decree a 25 per cent increase in production, then sit back in comfortable offices in the big, new, lavish Social Security Building in Washington and wait for industry to perform production miracles?

Answer: No. The War Production Board is fully aware of the difficulties inherent in the Production Drive. The Board has appointed management and labor consultants—who will meet with management itself and with representatives of labor—for each plant. This "three-pronged" committee will work out plans, based on War Production Board's suggestions, to achieve the 25 per cent increase.

Question: What are some of these plans?

Answer: It is a recognized principle of management that every man has a certain amount of unused or potential capacity, which he draws upon only when he is aroused or when he has a strong motive to use that extra capacity. To stimulate men to use this extra capacity the WPB suggests that every plant set up a goal—a production quota. Inform the workers of this quota, suggests the WPB. Install bulletin boards which dramatize each day's progress toward quota. Issue frequent releases in the plant magazines or bulletins, telling in detail what strides toward the goal have been achieved. These scoreboards and production charts are erected for every department, so that each worker understands his own department's importance.

Question: Does the War Production Board really think that a few bulletins or scoreboards will cause workers to work harder?

Answer: The War Production Board, with all its practical, experienced business men, realizes that human nature is weak, prone to postpone, put off, to shirk, and "let George do it." At the same time it knows that providing a strong incentive, giving the men and women in war plants sound information about the need for intensive production NOW will help. It knows that a friendly spirit of rivalry, that good-natured attempts to "beat your best" are healthy, American, sportsmanlike ways of increasing production. The Board is endeavoring to achieve this by information, persuasion, and volunteer effort. All Americans are raised in a spirit of rivalry, the desire to win, to beat yesterday's record. That's the spirit which is being fostered in industry today.

Question: Does this plan apply only to unionized shops?

Answer: By no means. It applies to every plant, shop, and factory which has war material contracts for the tank, plane, gun, and shipbuilding program, or other critically short equipment or supplies. Most shops have committees of one kind or another, such as Defense Bond Committees. These men can be used as the representatives of labor in planning the shop's participation in the production drive.

Question: You seem to have overlooked the fact that most unions will look upon this drive as a "speed-up" and as a way to get more work out of men without paying more.

Answer: Perhaps that would have been true a year ago or five years ago. But today most labor leaders are as anxious to increase production as the War Production Board itself. They realize that labor has as much to lose as any other group if United States is defeated or is forced to accept a negotiated peace. Labor is intelligent enough to FIGHT to keep its men out of labor battalions supervised by men with guns. Many important unions have agreed to cooperate fully in this attempt to increase production 25 per cent.

Question: Has the plan been used or tried out anywhere to prove its worth?

Answer: The plan has been put into effect in a number of plants as this is being written. So far, it is difficult to estimate actual results as work of installing the Production Drive began only March 7, 1942. However, The Continental Roll and Steel Foundry Company plant at East Chicago, Indiana, experienced a 20 per cent increase in production in February compared with January by using a management-labor committee plan. The committee was organized late in January and goals set up and discussed. Each Monday morning there is a fifteen-minute meeting where methods of increasing production are discussed and suggestions considered. In addition to meetings the committee distributes posters throughout the plant, works with the credit union and the goodfellowship club, and manages a hospitalization plan. Safety and Civilian Defense measures are also promoted at the meetings.

Question: Why was it necessary to bring in labor union members on the committees? Does the War Production Board not trust management? And is this an attempt of our labor-loving administration to push labor into management responsibilities by way of the side door? Management may be reluctant to permit committees from unions to take a hand in management.

Answer: The War Production Board is not interested in pushing labor into management. It is interested in obtaining enough production to enable our armed forces to win the war. It is interested in getting enough ships to transport enough supplies across thousands of miles of enemy-infested waters to begin aggressive, victorious, offensive fighting. But after all, if men are asked to jump production one-fourth, isn't it reasonable that their representatives be called in to devise necessary methods, to explain the need for greater production to the workers, and to offer suggestions? After all, this is America, where we do things in a cooperative spirit of teamwork.

Question: What materials will the War Production Board furnish to aid in the success of this drive?

Answer: The quantity of material furnished by the War Production Board will necessarily be limited. It can furnish nothing to be passed out to workers. Management must prepare and distribute folders, leaflets, news bulletins, and other information about the drive. The WPB may furnish a limited number of posters, and the Army may be able to furnish some photographs showing war material in use. But the Government relies on the ingenuity of management to dramatize the Production Drive in terms of its own shop and its own workers. Scoreboards, bulletin boards, information, posters, stickers for machines, badges for workers, stickers for automobile windshields, and other material will be furnished by each individual plant.

Question: Where can I obtain this material furnished by the Government?

Answer: The limited material available from the Government may be had by writing Production Drive Headquarters, War Production Board, Washington.

Question: Where can subcontractors obtain help?

Answer: The company or companies that hold the prime contracts for which you are subcontracting will assist you.

Landmarks of business progress

In 1832 the British Government, seeing the need for a mechanical calculator, subsidized Chas. Babbage in an attempt to build a "computing engine."

Today

Among modern calculators Marchant sets new standards of speed and accuracy with

20 Points of Superiority

MARCHANT
Point 4

ONE-HAND KEYBOARD CONTROL

On less modern calculators you'll find widely-separated control groupings which require lengthy hand and finger travel. Often two hands must be used.

On the Marchant, all of the control keys are compactly and conveniently located under the finger-tips of one hand ...for either right or left hand operation.

Also, the Marchant has none of the usual "repeat" keys or levers, as found on ordinary calculators, which devices must be manipulated between operations of multiplying, dividing, adding, etc.

Unchallenged Ease of Operation . . . with MARCHANT.

Ask the Marchant Man to explain the advantages of the other 19 points.

MARCHANT ELECTRIC
SILENT-SPEED *Calculators*
THIRTY-SECOND YEAR

Marchant Calculating Machine Company · Home Office: Oakland, California, U. S. A.

SALES AGENCIES AND MANUFACTURER'S SERVICE STATIONS GIVE SERVICE EVERYWHERE

IBM Gears for Mighty War Effort

IN ORDER to coordinate its work more completely with the war program, International Business Machines Corporation has established a department of logistics with Major Frederick W. Nichol, vice president and general manager, appointed to act in the capacity of directing head.

In his announcement, Thomas J. Watson, president, said, "Owing to the large amount of munitions work which IBM is doing, the larger amount projected, and the important part which our regular business machines are playing in the war program, the decision was made to establish a department of logistics to back up in every way, with all our resources, President Roosevelt, our Commander in Chief. Its functions will enable us to keep in step with the requirements of the armed forces of the United Nations.

"Logistics, in the technical sense, is the science of maintaining an Army in the field, but today logistics, in the broadest sense, is the science of maintaining the very existence of the United Nations during the war.

"It is not enough merely to produce munitions, or foodstuffs, or clothing, or medical and surgical supplies. All of these innumerable articles must be moved expeditiously from the places of manufacture or origin to the places where needed, in the quantities needed, to arrive at the time needed. Nothing can be left to luck, optimism, or guesswork. What is needed is an engineering approach to this great problem, and that is what the department of logistics is being organized to provide.

"Major Nichol is eminently fitted for this important work by reason of broad executive experience in industry, combined with military knowledge. He has intimate knowledge of foreign industrial methods and resources, having studied them at first hand in practically every country in the world."

Why We Scrapped Our War Production Plan

(Continued from page 36)

marks time, the small man closes up and takes hold where he is most badly needed.

For months, the war plants in our region have been recruiting such men, and of course this must be going on all over the country. The war manufacturers do it, but they do not want to talk about it, because that leads to popular misunderstanding. People think that the big war manufacturer, eager to get the experience of the small proprietor, is maneuvering to crush his business.

The next thing a good advisor will tell the small man is: Stop thinking about direct government contracts, and use salesmanship and adaptability to get into war work as a subcontractor.

Most of the discussion of subcontracting, thus far, has turned on metal products — airplanes, tanks, and guns. The type of small manufacturer now being displaced is in some other line—textiles, leather goods, woodenwares, chemicals, cosmetics, novelties.

A survey of all our industries shows that there is literally no kind of plant that cannot make something for war, and this has been found true in England, where the small non-metallic plants have been put to work.

We know that even the small metal-working plant has had a hard time adapting for war, and the blame has been pretty freely laid onto the big direct contractor —the small man charges that the big fellows want to make all the planes, tanks, and guns themselves without any help.

We know that this is not so in airplanes, because we have seen so many outside concerns come into that picture, and we believe that other plants will be brought into the war picture, too, when their owners realize that they need the same adaptability and salesmanship as in peace.

Because the war program is so vast, and because we have been told that everybody is necessary, we tend to think that the Government will come around with an order for something we can make. But even where you are big enough to get a direct order for millions of dollars worth of war goods, you practically have to go into a new business, making complete changes in your equipment, labor, and everything else.

With our advisory service, we started out by sifting all the government proposals and referring dozens of likely looking requirements to our manufacturers.

In the end, practically every one of those manufacturers found one product that he could make, spent the necessary time and brains necessary to adapt himself, and attempted to bid on nothing else. The increase in government orders for their one product kept them busy. They had to go out and search for subcontractors who could help them make it.

The small man will begin to get somewhere if he approaches his changeover in this spirit and actively searches for the one thing he can make.

It will almost certainly be part of some prime contractor's product; therefore, he must become a salesman, calling on prime contractors and subcontractors who may need him as a sub-subcontractor. He ought to read the reports coming out of Washington and his trade press and attend meetings of manufacturers.

In fact, like a good salesman, he will be on the watch for "leads," to develop "prospects," and when he finally finds a customer and makes a sale, it will be exactly like a peacetime sale. He will supply, not what he expected the customer to come and buy, but something that the customer discovered he had to have.

Today, we are going through a discouraging period in the war changeover. Too many business men, particularly small proprietors, are gloomy because war has not brought a quick transformation.

We have been expecting a presto-change!

I think this phase will soon pass, and we can help it vanish more quickly if we compare war changes with some of the peace changes we have all seen in our own lines the past dozen years.

For all of us, there was the depression. We can remember the hopelessness of its first two or three years, when it seemed as though there was no business to be had. Then aggressive salesmen discovered that people were at least spending money for repairs and began making goods to fit the new demand.

We have been making this kind of change right along in American business, and when we discover that it is just one more of those things and tackle it on the usual basis, most of us will be on our way.

IF UNCLE SAM TAKES YOUR MEN
LET AUTO-TYPISTS
KEEP UP YOUR CORRESPONDENCE

The New 80 Button
PUSH-BUTTON DUAL SELECTOR
AUTO-TYPIST

The loss of Key Men may be making it tough. But this need not cause hardship or delay. With the new PUSH-BUTTON DUAL SELECTOR AUTO-TYPIST you not only overcome man-power loss but you also greatly reduce letter production cost and still have personal letters as "*individual as your fingerprint.*"

War or no war, the over-and-over dictation of the same material is waste that should be eliminated when you can put into standardized paragraphs requests for more credit information, to describe products, or for the collection of money, etc.

With the new AUTO-TYPIST you have your typist cut standard letter material into record rolls, which can be inserted quickly into the machine. Then by merely pushing any combination of buttons (40 in each bank, as shown) you pre-select your paragraphs. Letters are made "personal and individual" by the operator typing in manually any SPECIALLY DICTATED LETTER MATERIAL—name and salutation, a word, amount, sentence, or one or more paragraphs.

While the AUTO-TYPIST is operating the typist can type envelopes, handle a switchboard, do clerical work, or keep several AUTO-TYPISTS busy.

WRITE, OR TELEPHONE US. *One of our four* AUTO-TYPIST *Models can solve your man-power problem and cut costs.*

AMERICAN AUTOMATIC TYPEWRITER COMPANY
614 North Carpenter Street, Chicago **120 Greenwich Street, New York City**

Announcing a New Edition of the Book That Made Mangan Famous!

For over two years this book has been out of print. Now in response to hundreds of requests, Dartnell has published a new, revised and enlarged edition. This is the book that made Jim Mangan famous as the writer of the greatest inspirational books of our day. It's a timely book, for it inspires the reader with the desire to get things done, to get rid of indecision and faltering, to forge ahead on his chosen course. To get rid of the blues, as a mental tonic and a pick-me-up for executives and salesmen suffering from "mentalitis," nothing could be more effective as a cure than one hour spent reading this new edition of the book that made Mangan famous.

YOU CAN DO ANYTHING

By

JAMES T. MANGAN

Mangan has just written one of the hit songs of the year—"We're All Americans." He has written two best-sellers—"The Knack of Selling Yourself" and "The New Grammar of Advertising"—all since he wrote "You Can Do Anything." He takes his own medicine!

Chapters Include

- Doing the "Impossible" in Business
- A Universal Cue to a Salary Raise
- The First Rule of Personal Publicity
- The Eight Gifts You Have to Succeed
- A Study in Adverse Criticisms
- People Don't Care About You!
- "How Can I Become a Rich Man?"
- Imaginary Obstacles in Business
- How to Get Your Second Wind
- Sell by Giving
- The Horsepower of Discipline
- How to Avoid That Challenge

256 Pages. 5½ x 8 Inches. Cloth Bound.

Price $2.75

(Illinois 2 per cent sales tax added when applicable)

THE DARTNELL CORPORATION • 4660 Ravenswood Avenue • Chicago, Illinois

See

WOODSTOCK

TYPEWRITERS

Chrysler Employees "Go to Town" in Bond Buying Drive

(Continued from page 20)

to inspect them immediately to make sure the denominations are correct and that they are registered in the proper name or names.

Authorization may be canceled by the employee at any time, and it is automatically canceled when an employee leaves Chrysler Corporation. An employee who cancels his authorization cannot again apply for participation until three months have elapsed. One who desires to change his authorization may do so by executing a "Change in Authorization" form.

The Treasury Department's table of redemption values and approximate investment yield was printed in the booklet.

This booklet was distributed late in the summer of 1941 and a considerable percentage of employees responded. In the fall the company magazine constantly emphasized the advisability of buying these bonds and stamps. But there is much inertia on the part of all of us, and as time passed, it was realized that some added stimulus was needed to move all employees to action. The Tank Arsenal was selected to serve as the first plant in which to try out a definite drive for subscriptions, and the U. S. Defense Savings Bond Committee of the state was invited to help.

On an appointed day in January 1942, therefore, all supervisory executives of the Tank Arsenal were asked to meet with Frank N. Isbey, chairman of the above-named committee, and to invite their chief stewards and plant committeeman of the union to attend.

Four such meetings, held on the same day, were addressed by Mr. Isbey and lasted about half an hour. The purpose, of course, was to explain the plan to the "supervision," which includes salaried executives from foremen up, and to the officers of the union, to urge them to use their influence with the employees, as well as to subscribe themselves.

Then on the following day, a representative of the Treasury Department was brought in on an electric truck and proceeded from one section of the plant to another, making six speeches to the employees, in as many different sections, over a public address system provided for the purpose. The machines were stopped while he spoke in a given section.

This representative outlined the plan and the need for it and spoke rather plainly of the necessity of having a large flow of money into the Treasury regularly so the Government could continue to pay the men for building those tanks, as well as other workmen for building planes, ships, guns, etc.

Literature and subscription cards were passed out and the response was practically unanimous.

Enthusiasm and team spirit were further enhanced during the next few days by amateur artists among the workmen who drew cartoons, sketches, slogans, and the like on large sheets of carton board and hung them in their departments to announce that they had subscribed 100 per cent, what was in store for our enemies, and so on.

The latest report is that 99.1 per cent of all employees of the Tank Arsenal have subscribed.

Encouraged by this practically unanimous response, Chrysler Corporation is proceeding to conduct similar drives in all of its other plants as rapidly as possible.

Eleven Reasons for Wartime Reserves

THE Controllers Institute of America has warned controllers and accountants of the need of establishing wartime reserves as protection against post-war adjustments. The Institute enumerates these reasons for such reserves:

(1) Accelerated depreciation of facilities as a result of (a) intensive use and (b) operation by less experienced personnel.

(2) Accelerated obsolescence of facilities due to intensive research during the war to raise productive efficiency.

(3) Amortization of the cost of rearrangement and alteration of existing facilities which will probably be done in the post-war period.

(4) Amortization of the cost of additional facilities acquired, the usefulness of which is expected to be substantially reduced at the termination of the war.

(5) Losses which may be sustained at the end of the war in the disposal of inventories useful only for war purposes, or in the adjustment of purchase commitments then open, including any amounts which may be paid for the cancellation of such commitments.

(6) Losses which may be sustained in the disposal of inventories not necessarily applicable to war production, due to decline in the price level, which, on the basis of past experience, usually follows a pronounced rise in prices.

(7) Repairs and maintenance deferred as a result of pressure for war production.

(8) Restoration or alteration of facilities to peacetime production at the end of the war, if it is reasonable to assume that such restoration or alteration will be made.

(9) Separation allowances which may be paid to employees who are discharged at the end of the war.

(10) Losses from destruction of property as a result of the action of armed forces or from seizure by the enemy.

(11) Decline in the useful value of plant and equipment due to excess capacity resulting from war construction.

Want To Know What GOOD INSTITUTIONAL ADVERTISING is?

New manual answers that, and many other urgent questions about war-time advertising.

FREE

90 Pages of Practical Help

The "Guide" demonstrates, by example, how your advertising, too, can help fight the war; help customers; help build a sound foundation for future business.

Shows How Advertising Can Help Our War Effort. "A Guide To Effective War-Time Advertising" contains actual cases, described by the manufacturers concerned, illustrating how to use your space to transmit important information from where it is to where it is needed; quickly, accurately, and economically. In the "Guide," business leaders tell what their problems were (many have not been able to sell a thing to regular customers for almost two years), how they are using advertising to help solve current customer-relations problems, and what they are getting out of it.

A VERITABLE

"WAR ALBUM"

The "Guide" is only our *introduction* to a collection of up-to-the-minute case studies that will be sent to you without cost as they're produced, if you order your "Guide" now.

Want Advertising That Works Today? Today's conditions have *increased* rather than lessened the need for making business paper advertising *useful, informative,* and *specific.* Every case illustrated in the "Guide" is the kind of advertising that demonstrates its own worth; that *needs no defenders!* It shows how to make your advertising useful to your customers and prospects at a time when help is so desperately needed.

The "Guide" will show how your company can use advertising today, not as a license to boast, but as a vehicle of communication that will help you help fight the war, and help you build a sound foundation for future business. One copy is yours for the asking, if you'll ask before they're all gone.

FREE

THE ASSOCIATED BUSINESS PAPERS
Dept. P
369 Lexington Avenue, New York City

Please send, without obligation, my free copy of "A Guide To Effective War-Time Advertising."

NAME..............................

POSITION..............................

COMPANY..............................

STREET..............................

CITY & STATE..............................

This Plan Cuts Costs of Office Supplies

(Continued from page 17)

4. Carbon Paper

Make every single sheet of carbon paper last as long as possible. It can be done if you follow these simple rules:

a. Always keep the platen and type faces of your typewriter in good clean condition. Clean them regularly.

b. Insert and remove carbon paper carefully and you will prevent unnecessary wrinkles and tears.

c. Store your carbon paper carefully in a flat box which can be placed inside your desk drawer.

5. Adding Machine Tape

Insert each new roll of paper tape carefully and fit it properly between the metal guides so as to insure smooth travel through the feed rolls and thus prevent binding, wrinkling, tearing, relisting.

Start the list of figures as close to the top of the tape as possible. Double space only if necessary. Tear the finished list of figures immediately below the total.

Do not use paper tape for scratch pad notations. Use ordinary scratch paper.

6. Scratch Pad Paper

Use it only when necessary and do not throw any sheet of paper away until you have used every line of writing space.

7. Paper Clips and Bank Pins

Use the same clips and pins over and over again. Remove them from useless files and other papers before their discard. Do not hesitate to pick them up from the floor. If you accumulate an over supply, the stationery and supply department will arrange to pick them up.

8. Paper Fastening Staples

A metal staple can be used but once. Therefore, use them only for completed files or for papers which are to be fastened securely for handling through the mail. Discontinue driving two or more than two staples through one file of papers when one staple will fasten it.

9. Rubber Bands

Discontinue the common practice of using several rubber bands around a package of paper and, whenever practical, use cord or twine as a substitute.

10. Erasers

Use your eraser down to the smallest size of stub that you can hold between your fingers and still erase. Keep erasers away from heat which dries them, hardens them, and makes them less pliable.

New erasers will be issued to departments only in exchange for eraser stubs turned in.

11. Pencils and Pencil Leads

Soft grade lead pencils are consumed much more rapidly than pencils with harder lead. Do not use a pencil with softer lead than is required on your work.

Sharpen your pencils carefully. It requires but a few turns of the pencil sharpener crank to point your pencil.

Do not exert more than necessary pressure against the pencil point; thus preventing breakage.

Pencil lengtheners are now available for pencil stubs and they should be used by every employee in order that we may extract the maximum use from every single wooden pencil. These pencil lengtheners, available on requisition, will be issued on the basis of one unit to each employee.

Do not lose or misplace them.

Also, return all pencil stubs not longer than 2 inches to the employee who is in charge of the stationery and supplies in your department. New pencils will be issued to the department in exchange for pencil stubs turned in. Stubs longer than 2 inches are still useful and, therefore, will not be exchanged for new pencils.

12. Stamp Pads

Keep the cover of your stamp pad closed when not in use. Ink dyes crystallize when exposed too long, and the impression of your stamp will not be legible.

Rejuvenate your stamp pad regularly by application of stamp pad ink available in bottles containing either red or black ink. Each bottle comes with a handy applicator brush top. Use your stamp pad until the cloth of the pad is worn through.

New stamp pads will be issued only in exchange for worn stamp pads turned in.

13. File Folder

Do not discard file folders until they break from brittleness caused by age. Put idle used folders back into use as long as they are convertible in either one of two ways.

a. Obliterate the inscription on the index tab and turn the used folder inside out. Index tabs in the first position of the more common three position folders will change to third position, while those in third position will convert into first position. The center tab position will remain the same. The obliterated inscription is on the back while new inscriptions can be made on the new face.

b. Inscribe new indexes on gummed labels and paste them over the index tabs of idle used folders.

If you have a supply of old folders for which you have no use, the stationery and supply department will pick them up.

Less Work—More Speed in the Payroll Department

(Continued from page 19)

with the sorting of unit labor tickets. Before the new system was adopted, this operation seemed to offer the only possible stumbling block for the proposed plan, for it meant going from a machine-sort of tickets to a hand-sort. The question was: How much time would be sacrificed?

Actually, according to Mr. Fox, the mill has found that the tickets can be hand-sorted and then recapped on the calculating machines in no more time than was formerly required to code the cards and to prepare them for the machine-sort.

Equally important, the information can start to be released to the company's bureau of standards beginning about 11 o'clock Monday morning, and it is a continuing operation thereafter through Tuesday and Wednesday.

Under the old plan, it was often Wednesday afternoon or Thursday morning before task analysis information was available, since it was necessary for the entire job to be completed before any of it could be released.

The task analysis data are now proved by the payroll accounting department in small batches and are released as proved. The result is that cost analysis figures can be furnished the management two days earlier than ever before—a highly important consideration today. Also, the "piling up" of work is avoided, and the load is spread more evenly over the pay period.

The plant has been on three shifts for about a year, and, at the time of going to three shifts, the task analysis detail was increased 20 to 25 per cent. This increase has been comfortably absorbed by the present system.

The individual earnings records of each employee are posted at a separate run from the checks and statements because of the tremendous number of changes in payroll positions (i.e. transfers from one department to another, etc.) which occur each pay period. Averaging more than 2,000 weekly, these changes raise a special problem which, while not found in manufacturing concerns generally, is typical of textile operations. It was felt that, while the checks had to be completed as rapidly as possible, the posting of the earnings record could carry over into the first part of the following week.

The former task of adding up all individual earnings records at the end of each quarter for the total for that quarter has been eliminated under the new plan, which provides totals-to-date at all times for each employee as a by-product of the daily posting.

The materials and supplies report, also under Mr. Fox's jurisdiction, is completed in three and one-half days weekly by one employee using the same type of low-cost calculating machine that handles the task analysis. Purchases and discounts are also carried through to give the inventory position, which is obtained every four weeks. This operation is run simultaneously with, and independent of, any of the other operations in the department and is completed seven to ten days earlier than under the old plan. Here, again, this greater speed is obtained in the face of an increased volume—in the case, 22 per cent.

Probably one of the biggest advantages of the present plan is the complete interchangeability of personnel without appreciable loss of efficiency. Unlike the former plan, where the work was completely specialized, under the present plan everyone in the department can do other jobs in addition to his own particular task. This flexibility is invaluable in the case of illness, vacation, etc., and it also means that—with the speeded turnover in office help resulting from war conditions—the breaking in of new and inexperienced help is simplified.

As a matter of fact, when the new system was first installed, the old help was retained, despite the fact that the operating procedure and technique of the new plan were entirely different. Little trouble was experienced in fitting them to the new routine.

From a cost standpoint, the plan will probably show to slightly better advantage under normal conditions. The presence of higher-paying defense jobs in factories is stepping up the personnel turnover and, naturally, the continual influx of new help raises costs somewhat. However, with the old plan, the situation would have been even worse, since this plan required more highly skilled help.

How Auto Dealer Produces for War

Plight of the automobile dealers throughout the land, with big salesrooms, storage facilities, and repair shops has been widely discussed. Are they to go bankrupt, awaiting Victory and resumption of automobile production?

Unfortunately many dealers may not survive. But some dealers are performing near-miracles in finding ways and means to keep their businesses alive during the blackout of car production. One such dealer is Earl North, Houston, Texas, who has operated the Earl North Buick Company for many years. Not content to see his business dwindle away to nothing and to lose his employee organization, Mr. North got busy and got into the war production program. More than that, he organized a distributing and manufacturing organization to make and sell chemical products. The full story appears in May.

Human Relations in BUSINESS

Shooting a hobby scene for the 1,800-foot, 16-mm., color motion picture shown to sixty twenty-five-year Consolidated Edison men

Long-Service Men Honored by Movie Showing Them at Work and Play

Instead of the usual verbal commentary on long-service men given at dinners in their honor, members of the Consolidated Edison Company of New York's Quarter Century Club were honored at a recent anniversary dinner for themselves and their families by the showing of a film entitled, "Men at Work and at Play." The film showed colored motion pictures of the men on their jobs and at their favorite hobbies and was accompanied by recorded music.

The film was the idea of E. E. Hill, manager, electric distribution construction, who was toastmaster. Guests sat quietly in the dark while the movie followed them into manholes and up line poles or on fishing or hunting trips or to a workbench in a cellar while the commentator extolled their skill or "gagged" about their too obvious lack of it. The pictures were introduced by some close-up shots of the president, R. H. Tapscott. Pins and watches were presented to the men privately after the dinner.

Schaefer Beer Celebrates One Hundred Years of Business with Picture Book

In commemoration of its hundredth anniversary, the F. and M. Schaefer Brewing Company, Brooklyn, has issued an especially impressive institutional, hard-bound book, printed in photogravure and letterpress.

In the first half of the book the history of the company is related and illustrations of interesting drawings of old New York, old ledger sheets, deeds of land, pictures of buildings formerly occupied by the company, old advertisements, etc., accompany it.

The last half of the book is devoted to showing how Schaefer beer is made and distributed, with excellent photographs showing barley fields, factory shots taken during brewing.

Wage Adjustment Plans to Help the White Collar, Nonunion Workers

San Francisco Area

Several thousands of employees of three important San Francisco firms, employees not covered by "collective bargaining agreements," will have no cause to worry as living costs soar. Crown Zellerbach Paper Company, Rayonier, Inc., and Fibreboard Products, Inc., have put into effect a far-reaching plan which will automatically give their nonunion workers, most of whom are fixed-salary employees, the benefits of "extra compensation checks" to meet increases in living costs.

The plan, to operate for the duration, gave fixed-salary employees "extra compensation checks" amounting to 5 per cent of January compensation, the checks being issued at the end of February. The minimum adjustment for their regular, full-time permanent employees would be $5.00 monthly.

While 5 per cent was the amount of extra compensation given in relation to January wages, this amount is variable in relation to rises in living costs. These rises in costs will be determined from indices of the United States Bureau of Labor Statistics for major Pacific Coast centers. The companies have taken as the basis of measurement for the first three months of 1942, the increase in the index figures for the period between September 15, 1941, and January 15, 1942. Amounts for subsequent extra compensation will be arrived at by figures for each succeeding quarter. Since such figures are released tardily in point of view of computation, the companies have an arrangement whereby they will receive the information as soon as it is available.

Schroeder Banking Corporation

In addition to regular bonuses at Christmas time, many firms have anticipated increased living costs and are making arrangements to pay additional compensation to employees for 1942. In line with this policy are J. Henry Schroeder Banking Corporation and Schroeder Trust Company of New York, which paid a bonus of 2 to 6 per cent of the year's salary to employees at Christmas, depending on length of service.

At the same time the directors of the companies announced that the two firms would make quarterly supplemental payments to all employees receiving $6,000 or less annually. These payments are to be paid at the rate of 6 per cent of salary earned in the quarter, exclusive of overtime.

Macy's Converts Its Suggestion System To a Wartime Footing

At an employee's suggestion, future awards made for suggestions at R. H. Macy and Company will be paid for in Defense Stamps and Bonds. (The employee received $5.00 for his idea.) The plan is to pay for suggestions in Defense Stamps of 25-cent denominations to fit in the book used for the company's voluntary payroll allotment plan. If an award of $25 is won the prize winner will receive a $25 bond, costing the company $18.75, plus $6.25 in Defense Stamps, so that full face value of the amount of the award can immediately be realized. When Grand Prize Awards are next made, the prizes of $250, $150, and $100 will be paid in bonds and stamps to amount to the total face value of the awards.

While only one employee received a prize for this suggestion, many others, too, suggested it shortly afterward.

How One Canadian Industry Backs Up Its Fighting Men

From Canada comes news of a plan for stimulating sales of Victory Bonds and maintaining contact with workers who are in the services, which could easily be set up in many of our country's industrial organizations. Last June the employees of John LaBatt Limited, brewing company of London, Ontario, organized "Backers Associated," which is comprised of small groups within the company. Each employee was chosen by lot to be a member of one group to look after one of the company's enlisted men, of which there were thirty-two at the time. All departments of the company are represented in each group, which elects its own chairman and secretary-treasurer. The president of the union is the head of the parent organization.

First objective was to conduct a Victory Loan drive, with a goal of $32,000 based on the fact that $1,000 is estimated as necessary to maintain each of the thirty-two employees then in the active services. This drive netted $9,000 over its goal. During this campaign all items, such as rations, quarters, uniform, rifle, gas mask, clothing, medical services, etc., which go into the maintenance of the fighting man, were shown as part of the $1,000 needed for each man.

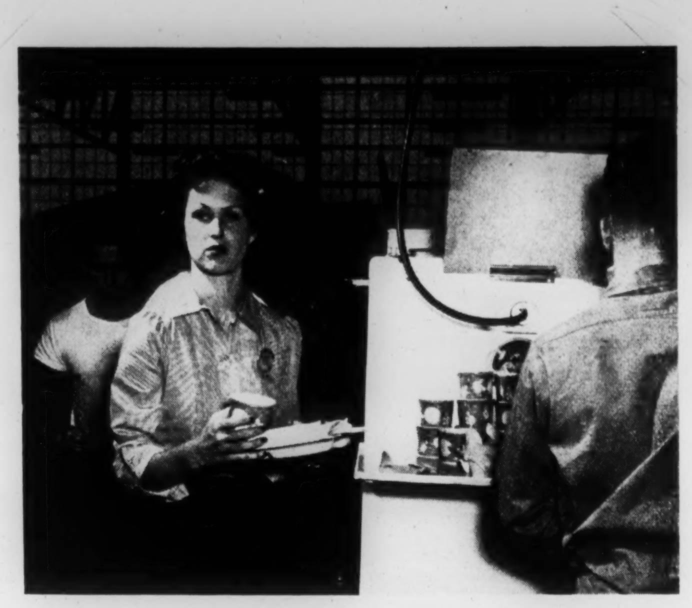
Eighteen more men have since joined Canada's armed forces, and each has been assigned to one of the groups as its own special responsibility.

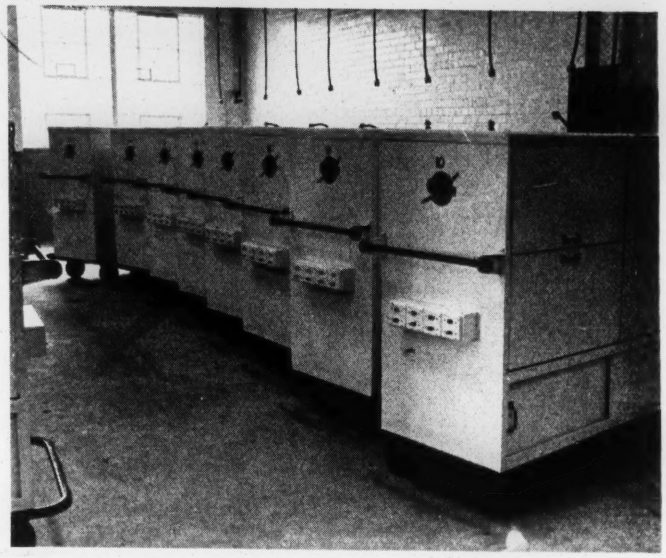
Recently a second Victory Loan drive was made in Canada. Backers Associated asked for $50,000 and got $76,000! At the time a dinner and dance was held with over 900 in attendance, and all enlisted men or "backees" still in the Province of Ontario were invited to attend with their transportation paid by the company. They paraded at the dinner, then sat at special tables with their own groups of backers.

Second, and equally important, purpose of Backers Associated is to show the men in service that what they are doing is appreciated. Right after the first Victory Loan campaign, the backers got in touch with the next-of-kin of the backees to see if anything could be done for them and to find out what the men might specially want in the way of sweaters, socks, cigarettes, etc. Social evenings are held by the groups from time to time to entertain the next-of-kin and to raise funds to send out supplies and "comforts." To all of the men go a steady stream of letters, newspapers, magazines, cigarettes, boxes of food, clothing, and candies. Men home on leave from training camps are entertained in the homes of group members and at social evenings.

The company contributed individual letterheads to each group, bearing the backee's photograph and a list of his backers, which are used for intra-group correspondence and for writing the backee.

Mobile Food Units Solve Meal Time Problem in Plants





A luncheon served Cessna employees from these rolling heated ovens for 26 cents might include fried chicken, shoestring potatoes, string beans, combination salad, two kinds of hot rolls, cherry pie, and choice of sweet or chocolate milk or coffee for beverage

CESSNA AIRCRAFT COMPANY

One thousand, four-course meals are served and consumed in twenty minutes every day at the Cessna Aircraft Company plant in Wichita, Kansas, at noon, at 8 P.M. and at 4 A.M. This feat is accomplished by fifteen "rolling restaurants" bringing the food prepared and served to the employees at their workbenches and desks.

The "Witamin Wagons," designed and perfected especially to meet Cessna's needs, aren't steam tables, but electrically heated ovens into which the luncheon plates, fully served, are placed after being dished up in the central kitchen. Each wagon is rolled to a specified location, where a single attendant dishes out the plates when the lunch sirens sound. Though the interior of the wagons is heated in the kitchen to the proper serving temperature, special lines are run to each of the fifteen locations where the heating elements are plugged in to assure correct heat until every meal is served.

Hot food is served from the wagons, while salad or dessert is obtained in paper containers on a tray at one end of the wagon. Accompanying each of the wagons is a small coffee table holding a 5-gallon container of coffee. Here the diners serve themselves to butter, cream, sugar, salt, and pepper. These tables are usually attended by plant employees in return for free meals.

Each day's menu, prepared with much care to see that all the nutritive elements necessary for manual work, including the proper number of calories and vitamins, is posted at various places throughout the plant. Prices are 26 and 21 cents, with two choices for the higher-priced meal.

In addition to solving the problem of a thousand workers eating at one time, the use of these "rolling restaurants" makes possible a reduction of more than thirty minutes in the lunch period of every employee, saving 1,500 man-hours daily on the approximately 3,000 persons employed, and keeping machines actually working for three seven- and one-half-hour shifts per day as against three seven-hour working periods in plants where an hour is taken for lunch.

BOEING AIRCRAFT COMPANY

Boeing Aircraft Company, home of the "Flying Fortress," also operates a canteen service in the 41-acre plant No. 2 at Seattle.

Two canteens are located where they are most convenient to large groups of workers, and the menu includes stew, soup, malted milks, and pie. Also, the canteen stations serve as base kitchens for twenty push trucks which carry sandwiches, milk, soft drinks, candy, ice cream bars, and coffee throughout the plant.

This mobile food service is offered at lunch periods and during shift changes, when it cancels the need of the long hike to the cafeteria or to restaurants outside of the plant.

Bowman throws open its clubrooms at the plants for meetings of organizations and parties and serves refreshments free of charge

Bowman Dairy Opens Its Doors to Tell Public About Itself

When the average firm holds open house it is the management which usually extends the invitation to the firm's customers. At Bowman Dairy Company, Chicago, however, where open house has been an annual event for three years, the employees not only invite the customers but together with company officials stand in the receiving line as guests arrive.

In 1941 more than 4,000 persons a month visited company plants and many for the first time became acquainted with the functions of a modern dairy plant which takes every possible step to keep the public informed of its plans. Supplied by 4,000 farms, all not far from Chicago, visitors are invited to tour these farms accompanied by company men trained to point out interesting operations.

The firm is now cooperating with the American Red Cross nutritional experts in alleviating diet deficiency from which so many children are suffering. Company experts are always available for group talks by appointment. In addition to this there are group meetings at the plant where the public is welcome. Most frequent visitors are school children, women's groups from churches, clubs, and parent-teacher organizations. Home economists are popular speakers at these sessions.

Bowman not only supplies motion pictures free of charge to schools and other institutions, but instructors are supplied with educational questionnaires so that they may ask questions about the picture and the children can really learn something about nutrition. To please the youngsters, many of these pictures are followed by Mickey Mouse comic strips and baseball information is supplied for the older groups.

Gulf Oil Stops Parties for Long Service Men, Due to the War

Due to the war, Gulf Oil Corporation has decided not to hold the usual annual dinners and special gatherings to honor its long service employees. Instead, between March 16 and April 10, individual presentations will be made by vice presidents, refinery superintendents, division managers, and other ranking officials in different areas to 2,496 employees with service records of from ten to forty years.

The Gulf Service Award Plan was inaugurated in 1939, and at the end of 1941, 12,366 of the company's approximately 33,000 employees have received awards, making approximately 37 per cent of Gulf employees of ten years or longer standing. This year 2 men have completed 40 years with the company, 16 have finished 35 years, 44 have been with the company 30 years, and 174 have been employed by Gulf for 25 years.

Company Pays $8.75 Toward Price of Defense Bond as Bonus for Thrift

The National Carbon Coated Paper Company, Sturgis, Michigan, is encouraging its employees to buy Defense Bonds by contributing $8.75 of the $18.75 cost of one $25 Bond per month per employee. The contribution is considered in the nature of a bonus for thrift, as well as a definite aid in the war effort.

In December 1941, C. L. Spence, president, addressed a letter to all employees in which he suggested that when their earnings are high, as at present, they should prepare against the time when their earning power may be greatly reduced. As a result, many of them asked the management to assist them in buying Defense Bonds.

Instead of merely inaugurating a payroll deduction plan for this purpose, the company issued a bulletin on February 2, 1942, announcing the above offer. Any employee may pay to the secretary of the company $10 in cash each month or may authorize a deduction of $5.00 each pay day for the purpose. The company adds $8.75 and purchases the bond, having it registered in the employee's name in the usual way.

"If continued for twelve months," M. J. Bostetter, secretary, pointed out, "the employee will have bonds with a face value of $300 which cost him only $120. The offer is limited to one bond per employee per month.

"We are aware, of course, that it is possible for employees to take an unfair advantage of this plan. They could buy the bonds in this way, then in sixty days they could sell them and apply the money on other purchases or pocket the amount which the company contributed. To forestall any such trading, we have warned them that any sales of the bonds would become known to us and we would feel obliged to recall the offer, so far as the offending person was concerned."

There is nothing compulsory about the plan, but as might have been expected, the response has been almost unanimous.

The company reserves the right to discontinue it at any time, and employees may discontinue their purchases by giving proper notice to the company.

Wage Dividend in Proportion to Stock Dividend Paid Employees

In March employees of the Eastman Kodak Company, Rochester, New York, shared for the thirtieth time since 1912 in the company's wage-dividend plan. An estimated $4,000,000 was distributed, making a grand total of the payments more than $52,000,000. Some 28,000 employees in the western hemisphere participated.

Formula by which amounts are computed works as follows: Eligible employees — that is, those who have been with the company for at least twenty-six weeks of the past year and are employed March 13—will receive .5 per cent of their combined earnings for the past five years for each dollar of dividends over $3.50 per share declared on the common stock of the company. Last year the company paid $7.00 per share in dividends, which makes $3.50 on which employee's dividends are figured, or 1.75 per cent for each $1,000 earned over the past five years. On this basis, employees who have been in the company's employ for five years or longer will receive checks amounting to approximately 4½ times their average weekly wage over that period.

Eastman employees serving in the armed forces who would otherwise have been eligible for wage-dividend payments received payments due them.

Seeks to Improve Safety Rules

In compiling a safety book, H. C. Marmaduke, manager, Illinois Central's employees' suggestion system, has asked for ideas to improve and revise safety rules. The request, made in the employee magazine, stated that some safety rules adopted in normal times may not meet wartime conditions. Substantial cash awards are offered.

SYSTEM and Business Management Ideas

Have you found a better way to perform some management activity? This department is a clearing house of ideas and methods that short-cut routine or increase sales. Regular space rates will be paid upon publication for each contribution used

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1. Addresses Envelope and Invoice at Same Time

THE Conway Camera Company, Chicago camera store, in sending out its bills uses a carbon and types the name of the customer on both the bill and the envelope at the same time, thus saving one typing of the name and address. There is no particular trick to lining up an unlined envelope with a lined invoice heading, and the address on the envelope, when a good carbon is used, is perfectly legible.

2. "Flash Light" Drive-In Eatery

A SUPER drive-in eatery, where a flash of motor car lights will bring an attractively costumed waitress, occupies an entire block in Kansas City, Missouri.

The innovation in glamorized eating palaces is a product of Forum Cafeterias of America, a Kansas City organization, which in twenty-five years has developed into an organization that last year served 20,000,000 meals in its units situated in six cities in the Middle West.

For the new super drive-in cafeteria an octagonal building of modern design was erected in the center of the block, with a high tower. Full air-conditioning and most modern equipment is used. The remainder of the space surrounding the tower is landscaped for customer parking. This is the first of a large group of similar establishments, according to officials. They specialize in fried chicken, sandwiches, and soda fountain service.

3. Urges Defense Bond Buying with Dividends

STOCKHOLDERS of the Acme Steel Company who received dividend checks in March also received a powerful suggestion to reinvest the money in Defense Bonds. Printed on the check enclosure form is the minute man and the message, "For Victory Invest in U. S. Savings Bonds," and below the following statement is made: "Shareholders will be interested to know that more than 70 per cent of all Acme employees buy U. S. Savings Bonds on the payroll allotment plan."

Acme has, for some time, used the mailing of dividend checks to stockholders as an opportunity to inform them of facts concerning their company, and this time has substituted the Defense Bond promotion for company information.

4. Paper Formerly Burned Salvaged by Shredding

UNTIL recently the Glenn L. Martin Company has burned all of the tremendous amount of its wastepaper with considerable ceremony. Each day's collection was escorted to a big incinerator at the rear of Plant 1 and burned under the eyes of armed guards. However, a new paper recovery system has now been installed at the Martin plant at Baltimore, it has been announced by Harry F. Vollmer, vice president in charge of manufacturing. Mr. Vollmer said: "We have always felt that our wastepaper, which contains a substantial percentage of valuable information, was safer in smoke than in the hands of some outside waste dealer. Besides, the plentiful supply did not warrant the cost of salvage, but in view of the increasing paper shortages, and because wastepaper has increased so greatly that salvage is economically feasible, we have worked out a shredding and baling technique which protects our paper from prying eyes, yet allows us to turn it back to use." It is expected that some 4,000,000 pounds of wastepaper will be salvaged in 1942.

Recovery of Martin scrap aluminum has also risen, and 90 per cent of the company's waste metals is now salvaged. Special methods have been developed to recover the higher-grade alloys and put them back to work.

5. Penny Savings Go into Company's Bond Sales

TO HELP his team along in the War Games program of the Kellogg Switchboard and Supply Company, John Oscar turned in 6,000 pennies weighing 37 pounds to buy Defense Bonds. The pennies represent an education fund started a year and a half ago for Oscar's child. The company is actively promoting the sales of Defense Bonds by the payroll allotment system with a War Games contest described more fully in the March issue of AMERICAN BUSINESS and uses every opportunity to publicize and stimulate the rivalry between teams.

6. Offers Award for Sales To War Contractors

IN LINE with other companies which are going out after war business and business with companies working on war contracts, the Zone Company, a division of the Southwestern Petroleum Company, Inc., offered to its agents a United States flag for the first order each one sold at $75 or more on or before the sixteenth of February to a customer engaged in direct defense work. The flag is made of heavy cotton flag cloth, double stitched with printed stars and sewed stripes. With the flag was sent a four-color folder telling the story of the flag and how to fly it. The sale qualifying an agent to receive a flag could be made direct to the Army or other government defense units or to any firm handling direct defense business for the Government.

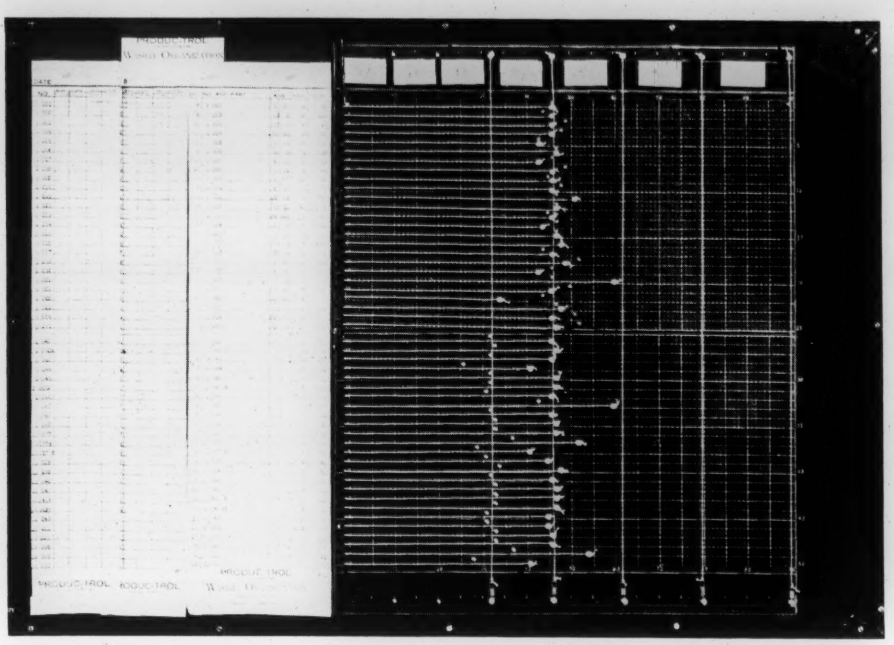
7. Special Forms Speed Returns Routine

STANDARDIZATION of returned merchandise authorization has been worked out by Mandel Brothers, Chicago, department store, for uniformity in all departments. It has reduced confusion and has speeded up the okay of merchandise in the department and also when it reaches the exchange desk. No longer does a buyer or an assistant at Mandel's okay merchandise for return on any slip of paper. A special form is used and the amount is punched with the pencil used for the authorization signature.

Carson Pirie Scott and Company, Chicago, has also expedited routine by using a general return goods slips, which is presented at the exchange desk for either credit or refund as indicated by the checks on the slip. Carson's asks the question, "reason for return."

Where refunds are made on either of these return slips, the entire transaction is completed when the customer signs her name and address on the back.

New SYSTEMS and EQUIPMENT



Board for Charting Production

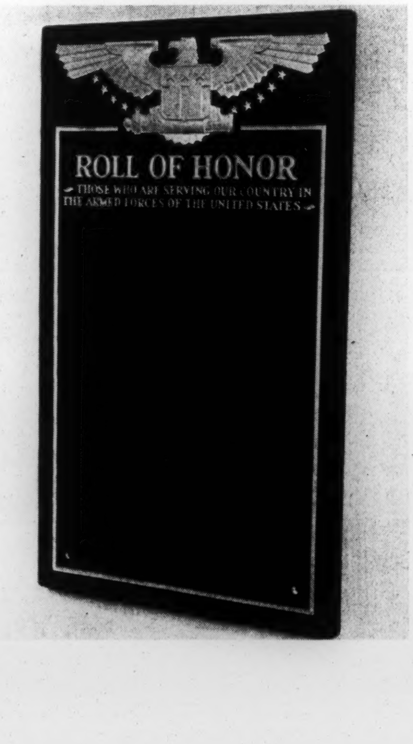
FOR production managers, purchasing agents, shop foremen, assembly foremen, and scheduling department, Wassell Organization has devised a board upon which can be charted any item from the raw material stage to the final assembly. Called "Produc-Trol," this charting board can be used in visualizing the progress of any item in production, immediately spotlighting any parts behind schedule. It also makes possible the comparison of originally scheduled man-hours per part assembly with actual production per man-hour.

The chart illustrated above shows the tapes which work from left to right on pulleys, a series of holes under the tape line being provided to hold the peg at the end of the tape. Two lines of peg holes for each tape provide one, two, or three methods of comparison with schedule by means of different colored tapes.

A double panel at the left provides space for written day-to-day history for 300 items per panel.

Plaque for Honoring Service Men

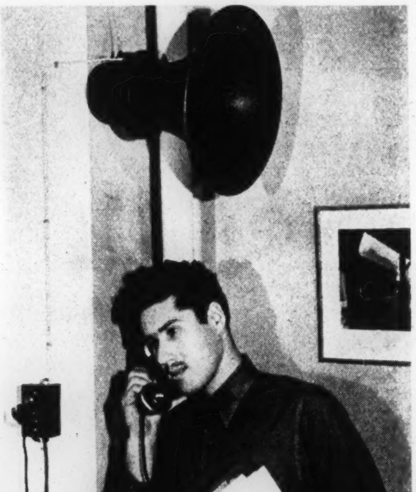
ORGANIZATIONS wanting to give recognition to men in the services will be interested to know about the "Roll of Honor" plaque obtainable from the Pittsburgh Plate Glass Company. It can be used for both a permanent or temporary record of names. As shown in the illustration, the plaque is made of polished black Carrara glass on which the emblem at the top is sand-carved and painted with varnish-protected gold leaf. The name of the individual company or organization can be inscribed at the bottom. As employees or members of the organization leave for service their names are painted on the plaque in white or gold paint. When the list is complete the names can be inscribed permanently by sand blasting and painted to match the top emblem and may be rearranged in alphabetical order if desired.


ROLL OF HONOR
THOSE WHO ARE SERVING OUR COUNTRY IN THE ARMED FORCES OF THE UNITED STATES

Two-Way Industrial Paging System

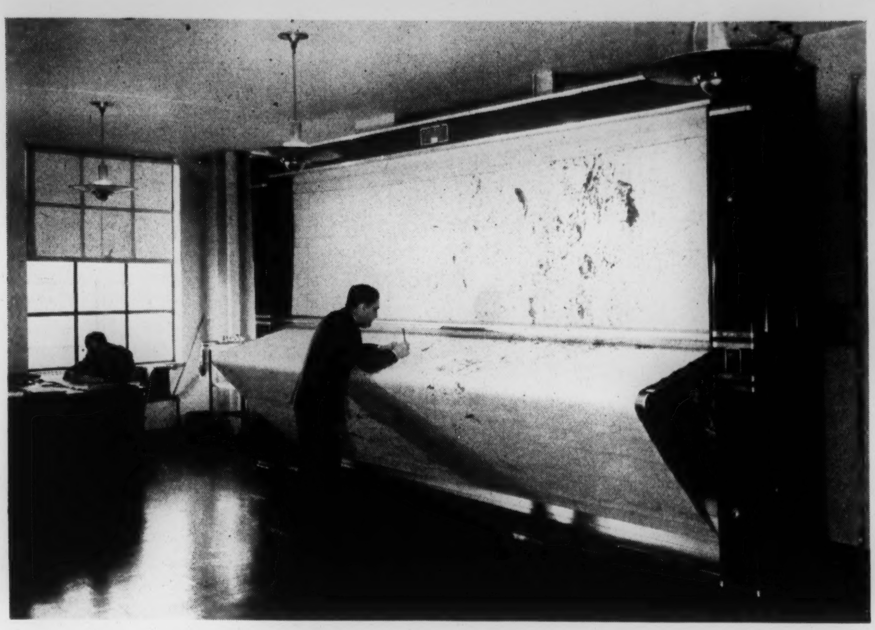
EXECUTONE, Inc., is marketing a two-way paging system which can accommodate from two to seventy stations. Each station is equipped with both telephone speaker and speaker unit, and a call can be originated at any station. The person being paged goes to the nearest station, removes the hand-set, and answers the call. All trumpets are automatically silenced when call is answered, and when the system is in use, either for paging or two-way telephone communication, a busy signal shows on all stations. Wiring for all stations is on a direct line, so that two or more people can use the system at the same time for conferences. Several types of speakers or trumpets are available and can be intermixed in any hook-up, depending on the size and noise level of the office or factory area covered.

In addition to paging and two-way conversation uses, the system is adaptable for broadcasting general message, such as orders to all departments, fire alarms, thefts, sabotage, air-raid warnings and instructions, etc.



Here's a Substitute for Rubber Bands

WHILE not a new product, the "Pull-Fastener" of the Schlegel Manufacturing Company seems worthy of notice at this time as a substitute for rubber bands. The Pull-Fastener is made of a cotton tape, doubled and held together at one end by a metal disc. The disc slides up and down to adjust the size of the loop.



Case for Storing Large Size Maps

DESIGNED to accommodate any large size map up to 500 feet by 20 feet, the new electrically-operated map case, made by McCauley Electric Map Case Company, will be of interest to public utility companies, railroad and steamship lines, real estate companies, insurance organizations, and sales managers. The case provides a stout fabric backing for maps which is wound alternately on two 8-inch rollers, top and bottom. A contact lever controls the winding of the map to bring any section into view, and an ordinary light plug provides for necessary power. A special working shelf or table extending the full width of the case is incorporated into the case for making corrections and additions to the map. This working shelf is shown extended in the illustration above.

Maps are attached to the fabric backing or "curtain" by means of adhesive, thus making a smooth mounting without any shrinkage and permitting easy removal. A compensating spring keeps the curtain taut at all times.

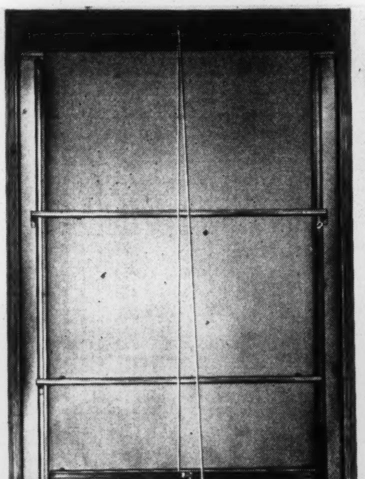
Telephone Booth Made of Substitute Materials

REDESIGNED to eliminate use of critical materials, the Acoustic Division of Burgess Battery Company now has available a new open-front telephone booth for use in noisy areas where telephone communication is often difficult or impossible. The new Acousti-Booth is constructed of heavy reinforced birch plywood, and walls and ceiling of this new booth consist of perforated, reinforced panels filled with a thick blanket of sound-absorbent material. The perforated acoustic panels blot up stray noise and create a zone of quiet around the booth. No door is used for this booth, as outside noise is absorbed, and better ventilation is the result.

Blackout Shade for Civilian Defense

FOR civilian defense Higgin Company, Inc., is marketing a blackout shade which is custom-made for a specified opening. The shade is made of special pebble-grain cloth built up to two layers of fabric, thoroughly united and coated on both sides. The cloth is crack-proof and pliable under all climatic conditions. Light, strong metal braces, spaced at proper intervals prevent wind pressure from forcing the cloth out of the metal side guides. A bronze spring catch holds shade securely when in down position.

This shade, now used to keep light within a room from filtering through to the outside, was originally developed for peacetime use for a photographic company in making a daylight room into a darkroom, or in keeping outside light out. It was known formerly as the Light Tight Shade, and can now be used either for industrial or home installations.



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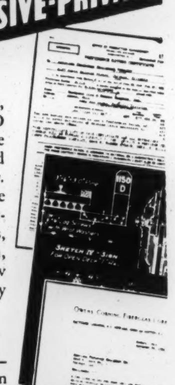

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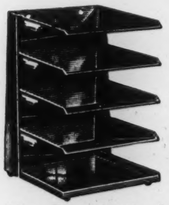

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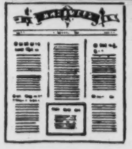
Olive Green Art Steel

House Organs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Business TIPS

The following literature is of special interest to executives active in business management. Unless otherwise stated, it will be sent upon request to either the company or editors of AMERICAN BUSINESS.

Facts About Pension Plans

WITH business activity reaching new highs, many companies are thinking about inaugurating pension plans for the first time. To help these firms, National Pension Consultants, Inc., has published a booklet, *Pertinent Points on Private Pension Plans*, which gives the theory, mechanics, objectives, advantages, points to be considered in developing, and results of modern pension plans, together with the methods used in administering such plans.

Methods for Obtaining War Contracts

TO SHOW small companies how to go after prime and subcontracts, the Copper and Brass Research Association has issued a booklet, *How Small Industries Can Go After War Work.* It contains information on how industry can obtain loans for equipment to make war materials, how small companies can form pools to obtain contracts, a list of the regional offices of the Contract Distribution Branch of the WPB, together with their addresses, telephone numbers, and the names of the managers of each branch. Places where small parts exhibits for subcontractors are set up are listed, as well as several proposed exhibits.

Tells How to Use The Telephone

ORIGINALLY written for telephone employees, the Illinois Bell Telephone Company now makes available a booklet, *How to Make Friends by Telephone*, to those interested in improving their telephone technique. The booklet tells what to do and what not to do in making a good impression over the telephone, and gives a number of phrases to be used when answering a call, saying that a person is not available, and ending conversations. The suggestions are particularly applicable to anyone using the telephone for business purposes.

THE BUSINESS MARKET PLACE

Harry K. Goodall, Classified Advertising Manager

It will pay you as a reader of AMERICAN BUSINESS to read these announcements. Answer those that interest you, so that the advertiser can present the full facts of his proposition by mail. If you have something to advertise yourself, send in your own sales message. The cost is small. RATES. *Ordinary Classified.* 20 cents per word. First line in six point boldface type and centered—$1.00. White space $1.00 per agate line. *Display Classified.* 1 inch: $14.00; ½ inch: $7.00. $12.00 and $6.30 respectively on 12 time contract. Terms: Cash with order unless credit references are submitted and approved. Forms close 20th of preceding month. Published 1st of month of issue.

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2c DAILY Pays for New York office under your own name. CO-OPERATIVE OFFICES, 128 Lexington Avenue, New York.

FREE TREATISE ON CLASSIFIED ADVERTISING You'll find a few helpful hints on "HOW TO PREPARE PRODUCTIVE CLASSIFIED ADVERTISING" in our free monograph of that title. If interested in classified advertising from any angle, write for your free copy TODAY. AMERICAN BUSINESS, 4660 Ravenswood Avenue, Chicago.

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Used Office Machines

MIMEOGRAPH, Multigraph, Addressograph, Folder, Dictaphone. Send for FREE bargain circular on office machines. PRUITT, 37 Pruitt Bldg., Chicago.

For Inventors

FREE BOOKLET "Why Invent." Shows sure way to success. Facts no Fake! Don't attempt selling or patenting your invention before reading it! INVENTION-SERVICE COMPANY, Dept. D, Professional Arts Building, Hagerstown, Maryland.

Inventions for Sale

EXPLOIT NEW INVENTIONS and make money. Write for our free classification sheet of inventions for sale. ADAM FISHER CO., 41 Enright, St. Louis, Mo.

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This thoroughly organized advertising service of 32 years' recognized standing and reputation carries on preliminary negotiations for positions of the caliber indicated above, through a procedure individualized to each client's personal requirements. Several weeks are required to negotiate and each individual must finance the moderate cost of his own campaign. Retaining fee protected by refund provision as stipulated in our agreement. Identity is covered and, if employed, present position protected. If your salary has been $2,500 or more, send only name and address for details.

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201 Delward Bldg., Buffalo, N. Y.

EXECUTIVES $2,400—$25,000

This reliable service, established 1927, conducts confidential negotiations for high-grade men who either seek a change, or the opportunity of considering one, under conditions assuring, if employed, full protection to present positions. Send name and address only for details.

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33rd ANNUAL RENEWAL CONTRACT

The longest-run continuous advertiser in this section is R. W. Bixby, Inc. A letter just received from them says:

> I believe this is the thirty-third time we have renewed our contract for classified advertising in *American Business.* The fact that your publication continues to reach the better type of executives and business men is gratifying to us because your columns provide just the contacts we require. During 1941, *American Business* was again one of our best mediums. We appreciate not only the type of subscribers you have but the fact that your advertisers are of a high order. You maintain high standards and we wish you continued success.
>
> (Signed) Kenneth H. Bixby, V. P.

If you also wish to reach the better type of executives and business men, an advertisement in this section might not be amiss. Try it! Send your copy now for the next issue.

Harry K. Goodall, C. A. M.
AMERICAN BUSINESS
4660 Ravenswood Avenue, Chicago

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SALES LETTERS—MAIL CAMPAIGNS
To sell any product or service. Write today. HUTZLER ADVERTISING AGENCY, Third National Building, Dayton, Ohio.

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Make your POSTCARD ADVERTISING dynamic, colorful, attention-arresting! Economically priced FLASH POSTCARDS will give your message the "punch" it needs to knock over sales. Send for samples. KUPFER PRINTING COMPANY, 503 South Jefferson Street, Chicago, Illinois.

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MAIL SALES CAMPAIGNS CREATED! Analysis—Plan—Copy! Submit problem! GORDON CROMPTON, 99 Owen, Detroit, Michigan.

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STRICTLY FIRST QUALITY PRINTING. Send 10c for 32-page catalog. WOODRUFFS', 217-K6, Duluth, Minn.

QUALITY ENVELOPES $1.70 (M) 5M LOTS
Anything in fine printing & envelopes
UNITED STANDARD ENVELOPE CO.
1140 B'way, New York. (Also embossed cards)

MR. PRINTER: Present your little sales message to the business executive subscribers and other serious readers of AMERICAN BUSINESS in a classified advertisement under this classification. Send your "copy" now for the next issue or write for further information. Address: Classified Manager, AMERICAN BUSINESS, 4660 Ravenswood Avenue, Chicago.

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YOUR AGENTS, mail order advertisement inserted all newspapers, magazines. Publishers' rates. MARTIN ADVERTISING AGENCY, 171B Madison Avenue, New York.

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Mass Mailer clients send you substantial checks through us for your addressing empty envelopes YOUR lists, if responsive.

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230 (AB-4) Congress St., Boston

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WIN WITH "Schemer" $cheme$, Tips, Formulas. Six Magazines, 264 pp. just 30c. SCHEMER PUBLISHER, Alliance, Ohio.

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TIME CLOCKS BOUGHT, sold, exchanged. MID-WEST TIME CLOCK COMPANY, Indianapolis, Ind.

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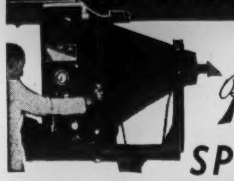
WHAT OFFICE EQUIPMENT DO YOU NEED or want to sell? We buy and sell all kinds of office equipment, specializing in Visible Equipment, such as Kardex, Acme, International Visible and other makes. Write us.
E. H. HEINEMAN, 4 N. 8th St., St. Louis, Mo.

ELLIOTT FISHER, Moon Hopkins, Adding, Calculating, all makes office machines. ROBERT NOVAK, 529 So. Wells, Chicago.

WHAT DO YOU WANT TO SELL? We buy and sell all kinds of office equipment. Write us. CHECK WRITER CO., INC., 169 William St., New York.

Accountants

ACCOUNTANTS AND BOOKKEEPERS. Real profit from new type bookkeeping service. Write ASCO, Box 1468, Springfield, Mass.



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THE HALOID COMPANY

$761 "AIN'T HAY" IN ST. LOUIS

That's what the average St. Louisian spends in a year. Our new 24-page *free* pocket-size booklet, "The St. Louis Market," gives many facts of vital interest to anyone selling St. Louis. Write on your business letterhead today. Hotel Lennox, 859 Washington Boulevard. Over 50% of all rooms, $3.50 or less, single; $5.00 or less, double.

hotel **Lennox** *St. Louis*

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There must be a reason why alert buyers in 48 states order their lithographed letterheads from us. That reason is VALUE: Write for FREE portfolio of Famous Letterheads and price-list. Compare our prices. No obligation. ATTACH this advertisement to your business letterhead and mail to

Universal Lithographing Co. (Subsidiary of Peerless Litho. Co.) 4321 Diversey Ave., Dept. 34.
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Patriotic Advertising Specialties
For Stimulation of
Employee and Civilian Morale
EXCLUSIVE ART CALENDARS
Blotters—Novelties—Desk Specialties
Signs—Leather—Business Greetings
"Positive Point" Mechanical Pencils
Advertisers Publishing Co. Ann Arbor Mich., U.S.A.
Salesmen Wanted

ILLUSTRATED SALES LETTERHEADS

For bulletins to salesmen, sales letters, collection letters, special letters to customers, and dramatized mailings of all kinds. 400 ideas and 400 colorfully illustrated letterhead samples you can use, costing over $10,000. Yours for $3.00. Sent on approval. Prize and Contest Department.

DARTNELL CORPORATION
4660 Ravenswood Ave., Chicago

NEW BOOKS *for Executives*

FOREMEN POLICY MANUAL. By R. C. Oberdahn. Recently an executive from a company which had just received a large war contract visited a government agency and asked that he be supplied with six foremen immediately. The answer to his request was, "There aren't any. You will have to train your own foremen." The shortage of skilled, experienced foremen and supervisory personnel has been one of the major headaches and drawbacks to the entire war production program. A book like this manual is one answer. Bound in a loose-leaf, three-ring cover, the book is indexed alphabetically to cover many subjects, such as absence, badges, discipline, employee rule books, hours, overtime. It is an excellent basic training manual of procedure and methods, helpful in getting new men into action as foremen. National Foremen's Institute, Inc. $6.50.

BOOKVERTISING. Herbert J. Stoeckel compiled the material and R. Sherwood King edited this splendid compendium of information on the use of books in sales and advertising and promotion. There are eighty-five case studies showing how books have been successfully used to commemorate anniversaries; to announce special events, such as annual reports; for company or institutional histories; for instruction purposes, such as sales manuals, technical data collections, and sales presentations. Experiences of companies, such as Deere and Company, F. W. Woolworth Company, McCormick and Company, Eaton Manufacturing Company, American Type Founders, Inc., and many others are also included. The book is a masterpiece of excellent printing, is elaborately illustrated and documented. By long odds this is the most comprehensive study of the subject we have ever seen and to any executive planning to issue a book of any kind, we heartily recommend the investment of the price in this splendid volume. Saybrook House. $5.00.

SHARING INFORMATION WITH EMPLOYEES. By Alexander R. Heron. Much of the difficulty between labor and management, employee and employer in the past and right up to the present is the result of misinformation. Management, zealously guarding information which it has always considered confidential, has permitted a cloud of rumor to hover over every business operation, until the "facts" known by the employees and the rumors spread by gossipers usually have little relation to the truth. In almost any business which does not publish facts about itself to its employees there is nearly always a dangerous amount of gossip and misinformation floating about, causing disloyalty and misunderstanding. Employees think the company earns far more than it actually does; they think that executives are paid far bigger salaries than is the case; they think that the company's surplus represents actual cash loafing in banks, when that "surplus" is brick and stone, machines and tools. Happily, many companies are using every known method to inform employees and to tell them the truth. Some companies report regularly to employees just as they do to stockholders. Some use the radio, others company publications, bulletin boards, direct mail. Here is a good book which describes and outlines most of the methods now being used, tells what employees need to know, and shows how best to present the information to them. For presidents, personnel men, public relations men, employee relations officers, we'd say the book comes under the general heading of "must" reading. To the executive whose company is already doing a good job of informing employees the book covers familiar ground. But to the thousands of companies which have made but a timid start in the important field the book is priceless where there is a desire to improve employee relations. Stanford University Press. $2.50.

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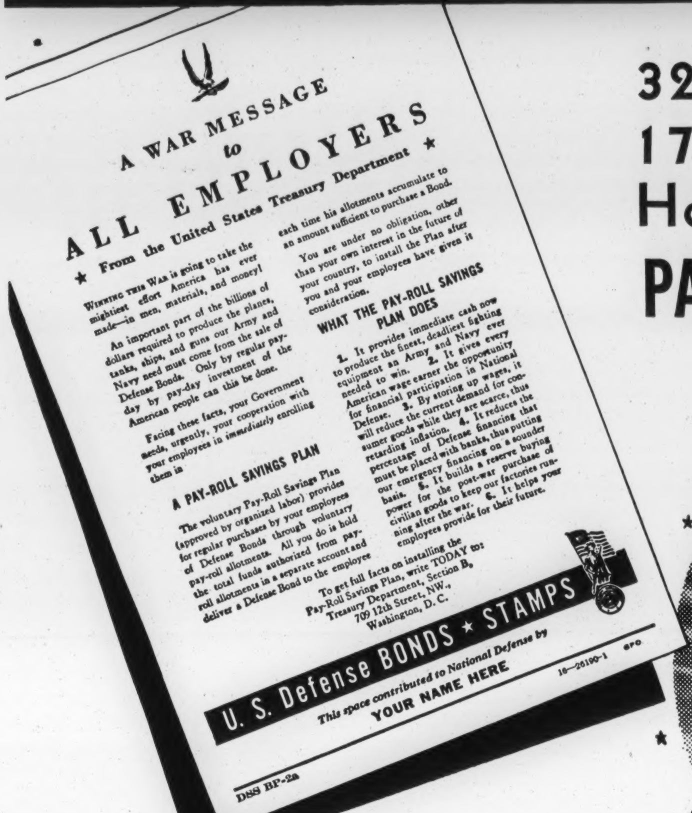
INDUSTRY ANSWERS THE CALL!



A WAR MESSAGE
to
ALL EMPLOYERS
★ From the United States Treasury Department ★

WINNING THIS WAR is going to take the mightiest effort America has ever made—in men, materials, and money!

An important part of the billions of dollars required to produce the planes, tanks, ships, and guns our Army and Navy need must come from the sale of Defense Bonds. Only by regular pay-day by pay-day investment of the American people can this be done.

Facing these facts, your Government needs, urgently, your cooperation with your employees in *immediately* enrolling them in

A PAY-ROLL SAVINGS PLAN

The voluntary Pay-Roll Savings Plan (approved by organized labor) provides for regular purchases by your employees of Defense Bonds through voluntary pay-roll allotments. All you do is hold the total funds authorized from pay-roll allotments in a separate account and deliver a Defense Bond to the employee each time his allotments accumulate to an amount sufficient to purchase a Bond.

You are under no obligation, other than your own interest in the future of your country, to install the Plan after you and your employees have given it consideration.

WHAT THE PAY-ROLL SAVINGS PLAN DOES

1. It provides immediate cash now to produce the finest, deadliest fighting equipment an Army and Navy ever needed to win. 2. It gives every American wage earner the opportunity for financial participation in National Defense. 3. By storing up wages, it will reduce the current demand for consumer goods while they are scarce, thus retarding inflation. 4. It reduces the percentage of Defense financing that must be placed with banks, thus putting our emergency financing on a sounder basis. 5. It builds a reserve buying power for the post-war purchase of civilian goods to keep our factories running after the war. 6. It helps your employees provide for their future.

To get full facts on installing the Pay-Roll Savings Plan, write TODAY to:
Treasury Department, Section B,
709 12th Street, NW.,
Washington, D. C.

U. S. Defense BONDS ★ STAMPS

This space contributed to National Defense by
YOUR NAME HERE

16—26190-1 GPO

DSS BP-2a

32,145 Firms With Over 17,700,000 Employees Have Installed the . . .

PAY-ROLL SAVINGS PLAN

Have YOU Started the Pay-Roll Savings Plan in YOUR Company?

Like a strong, healthy wind, the Pay-Roll Savings Plan is sweeping America! Already more than 32,000 firms, large and small, have adopted the Plan, with a total of over seventeen million employees—and the number is swelling hourly.

But time is short!. . More and more billions are needed, and needed fast, to help buy the guns, tanks, planes, and ships America's fighting forces *must* have. The best and quickest way to raise this money is by giving *every* American wage earner a chance to participate in the regular, systematic purchase of Defense Bonds. The Plan provides the one perfect means of sluicing a part of ALL America's income into the Defense Bond channel regularly every pay-day in an ever-rising flood.

Do *your* part by installing the Pay-Roll Savings Plan *now*. For truly, in this war, this *people's* war, VICTORY BEGINS AT THE PAY WINDOW.

Plan Easy to Install

Like all efficient systems, the Pay-Roll Savings Plan is amazingly easy to install, whether your employees number three or ten thousand.

For full facts and samples of free literature, send the coupon below—today! Or write, Treasury Department, Section C, 709 Twelfth Street NW., Washington, D. C.

MAIL THIS COUPON NOW

Treasury Department, Section C
709-12th St., NW.
Washington, D. C.

We want to do our part. Please rush full information regarding the Pay-Roll Savings Plan.

NAME. . . . .
POSITION. . . . .
COMPANY NAME. . . . .
ADDRESS. . . . .
NUMBER OF EMPLOYEES. . . . .

MAKE EVERY PAY-DAY . . . BOND DAY!
U. S. Defense BONDS ★ STAMPS

This space is a contribution to NATIONAL DEFENSE by "American Business"

"The clock upbraids me with the waste of time"
—SHAKESPEARE

WASTED BRAIN HOURS AND HAND HOURS CAN BE SAVED BY

Addressograph-Multigraph Methods

The urgency for maximum production emphasizes the value of methods that avoid lag caused by wasted time. Simplification in the organized use of necessary information can go far toward saving time and speeding results. Such simplification is the keynote of Addressograph-Multigraph methods used for production and allied activities. Brain hours and hand hours are saved. Procedures are co-ordinated. Mistakes are eliminated. Production is increased.

TO USERS OF OUR PRODUCTS: *You are entitled to the services of our Methods Department in helping to extend the use of your present equipment. If you are interested in receiving up-to-date information, it is available to you on request, without charge.*

ADDRESSOGRAPH-MULTIGRAPH CORPORATION • *Cleveland, Ohio*

Addressograph and Multigraph are trade-marks registered in the United States Patent Office

MOBILIZATION POLICIES - MAY, 1942

WAR MANPOWER COMMISSION PM-3481

For Immediate Release
Thursday, May 28, 1942

After receiving reports from various sections of the country on the practice that has developed of "pirating" from essential war activities workers possessing critical skills, the War Manpower Commission at its session on Wednesday, May 27, announced that it would issue not yet out a policy statement designed to remedy this condition. Paul.V. McNutt, Chairman of the War Manpower Commission, stated that it was probable that the policy would apply initially only to a few critical occupations in a small number of war production areas where the situation has become particularly serious.

Mr. McNutt stated that consideration was being given to requiring that all hiring in the specified areas for jobs requiring these critical skills should be carried on only through the United States Employment Service or in accordance with methods approved by the United States Employment Service. He stated that utilization of the United States Employment Service as the sold hiring agency has been operating successfully on a voluntary basis for the southern California airplane plants for some time.

Mr. McNutt further stated that at the outset it might very well be that the use or approval of the United States Employment Service would be required only when an employer desired to hire a worker already employed in an essential war industry, no restrictions being placed upon the hiring of workers not employed in an essential war industry.

Under any of the plans now contemplated the restrictions will apply only to employers. There will be no restrictions placed upon the freedom of a worker to work where he chooses except that he will be expected to secure any new job requiring a critical skill through the United States Employment Service or in accordance with methods approved by the United States Employment Service. However, every effort would, of course, be made to induce workers possessing critical skills to accept employment in war industries in accordance with the relative urgency of need for the product of these industries.

In the event that an employer engaged in methods of recruitment contrary to the policy promulgated and failed to correct such method upon due notice from the United States Employment Service, the United States Employment Service would be required to make a report to the War Manpower Commission, the War Production Board, the War and Navy Departments, and other authoritative agencies so that appropriate action could be taken. If a worker refused to accept suitable employment in a war industry without reasonable cause, it would of course be the duty of the United States Employment Service to report the circumstances to the Selective Service System for consideration in connection with any request for deferment on occupational grounds.

Mr. McNutt pointed out that in each area that might be designated as a critical area a local committee of labor and management representatives would be established to advise, hear, and make recommendations on appeals by either workers or employers

(Over)

in order that the interests of individual worker and employer might be fully considered and protected.

Mr. McNutt also pointed out that there would always be some cases where a worker was justified in changing his job and an employer was justified in hiring him, even though he was already working in a war industry but that he believed that workers and employers of this country were fully prepared to sacrifice private convenience to public necessity and would cooperate fully with the government in any reasonable policy promulgated.

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WOMEN'S BUREAU
MAY 14 1942
DEPARTMENT OF LABOR

INFORMATION DIGEST

Production

Under Secretary of War Patterson said apathy -- an invisible barrier to maximum arms production -- is being dissolved by the War Department's industrial morale campaign. "The response has been all we can desire," he said. "The hearts of the workers are in their jobs because they are alert to what this country is up against and to the important part they are playing in this war."

Labor Secretary Perkins, at the request of the Secretaries of War and Navy, issued an exemption from the Public Contracts Act for production of war materials by the railroad shops because such production "would be accomplished in the railroad shops along with the normal work on railroad equipment." She said under these circumstances it would be inadvisable "to disturb the labor standards which have been worked out by collective bargaining between the railroad employees and management and which customarily govern all work done in the shops." Wage-Hour Administrator Walling said the Fair Labor Standards Act was inapplicable to these employees.

Full use of railway shop facilities, wherever available, to help in the production of urgent war materials, was unanimously agreed to by railroad management and the railroad shop crafts at a meeting of representatives of the WPB, Labor Department and the ODT. Labor representatives said first consideration should be given utilization of all available shop facilities for the manufacture of railway equipment such as new cars and locomotives. Use of shops under the agreement with WPB will probably be arranged through contractors and subcontractors. ODT estimated 75 major shops and more than 400 back shops in general repair and erecting service, employing more than 150,000 men, will be affected.

Armed Forces Pay Increases

The House passed and sent to conference a bill increasing the monthly pay of enlisted men in the armed forces as follows: private or apprentice seaman, from $21 to $50; first class private or second class seaman, from $36 to $54; corporal or first class seaman, from $54 to $66; sergeant or third class petty officer, from $60 to $78; staff sergeant or second class petty officer, from $72 to $96; first and technical sergeants or first class petty officers, from $84 to $114; acting chief petty officer, Navy and Coast Guard only, from $99 to $126; master sergeant or chief petty officer, from $126 to $138. The measure also raises the pay of second lieutenants in the Army and Marines and ensigns in the Coast Guard, Navy and U. S. Public Health Service from $1,500 to $1,800 annually. The House amended the bill to make it an emergency measure which would expire 12 months after the end of the war.

Army

The House passed and sent to the Senate legislation increasing the number of cadets each member of Congress may appoint to the U. S. Military Academy from three to four and increasing the authorized strength of the Cadet Corps from 1,960 to 2,496.

The War Department issued for local publication a partial list of men who were killed in action or died of wounds in the Philippines, including 23 officers and 84 enlisted men.

The Department also announced: authorization for construction of a depot warehouse in Indiana and one in New Jersey, each to cost in excess of $3,000,000; award of contract for services on a depot warehouse in Ohio (cost unspecified); authorization for expansion of the O'Reilly General Hospital at Springfield, Mo. (cost unspecified); authorization for construction of an Air Force training school at Stuttgart, Ark., to cost less than $3,000,000; and award of contract or authorization for construction of Air Force installations at Great Falls, Mont., and Casper, Wyo., each to cost in excess of $3,000,000.

The War Front

The Navy announced a medium-sized U. S. merchant vessel was sunk off the West coast of Africa, a small Norwegian merchant vessel was torpedoed in the Gulf of Mexico and a medium-sized U. S. merchant vessel was torpedoed off the Atlantic coast. Survivors from all three ships have been landed at U. S. ports.

Navy Legislation Signed

President Roosevelt signed legislation authorizing a 200,000-ton increase in the nation's submarine fleet, which will involve construction of more than 100 undersea fighting craft. Mr. Roosevelt also signed a bill changing the name of the Navy Bureau of Navigation to the Bureau of Personnel.

Rubber Supplies And Uses

The OEM said some United Nations, in addition to the U. S., began to lay by stores of rubber when the outlook for war in the Far East became menacing, and some also, notably Russia, experimented with synthetic rubber, but by far the greater amount of rubber needed by the United Nations in 1942 must be supplied by the U. S. from its stockpile of crude. The U. S. stockpile will be increased about 30 percent by reclaimed rubber, the OEM said, but reclaimed rubber has a limited number of uses and must be fortified with crude before it can be used. Enormous quantities of rubber will be required for barrage balloons, treads for tanks, tires for planes and military motor vehicles and other war uses, the OEM said. A new battleship requires 75 tons of rubber, a 10-ton pontoon bridge requires 3,200 pounds, and each of the more than a million rolls of adhesive tape ordered by the Army requires more than two pounds of rubber, the OEM said.

Gasoline And Fuel Oil

Price Administrator Henderson ruled Congressmen and other Federal and State employees using private cars to transact business with a Government agency are entitled to "X" ration cards, granting unlimited supplies of gasoline.

The OPA said if too many "B" and "X" ration cards are issued the volume of each ration card unit, now set at three gallons, may be lowered. All applications for ration cards will be subject to investigation, the OPA said, and falsification of data on an application will make the applicant liable to 10 years imprisonment, a $10,000 fine, or both.

In an open letter to gasoline dealers Price Administrator Henderson said it is dealers' responsibility to check ration cards to determine whether they have sufficient unused units to cover purchases, check descriptions on cards to see that they fit the automobiles for which they are presented (including those on "X" cards), and punch or remove ration card units equivalent to the amount of gasoline sold. Dealers will be sole judges of whether vehicles or boats which do not need ration cards are engaged in civilian defense, rescue activity or in meeting an acute emergency involving life or health, he said.

The WPB restricted deliveries of fuel oil and gasoline to Oregon and Washington to 50 percent of normal deliveries, effective May 16 for fuel oil and June 1 for gasoline. The Board also prohibited delivery of fuel oil for equipment -- other than for new stoves for domestic cooking -- installed after June 15 in Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North and South Dakota, Ohio, Oklahoma, Tennessee and Wisconsin.

Other Critical Materials

The WPB reported the Tin Salvage Institute of Newark, N. J., acting as agent for the Metals Reserve Co., will be the only organization authorized to collect tin tubes which have been accumulated by retailers under the conservation order requiring consumers to turn in a collapsible tin, tin alloy or tin-coated tube when buying new supplies of tooth paste and shaving cream. Retailers are requested to turn used tubes over to their most available wholesale supplier, or if this is not possible, to ship them collect in lots of five pounds or more to wholesalers, who will be reimbursed for shipping charges. Wholesalers, chain store warehouses, junk dealers and others having large stocks of used tubes may ship lots of 100 pounds or more to the Institute by freight collect. The designation of a single agent for collection of salvage tubes is intended to prevent loss of tin which occurs when junk dealers melt up tubes with other scrap metals, the WPB said.

WPB Clothing Section Chief Marcus requested tailors and clothing stores to turn over to the Red Cross old wool samples of discontinued patterns and all of their wool clips.

The WPB ordered that specified critical materials for export to Latin America be given priority over domestic orders to the extent necessary to meet delivery schedules set by the WPB and BEW. The preferences will help to increase Latin American export of materials needed for U. S. war production, the WPB said.

Priorities And Allocations

The WPB announced application for priority assistance under the Production Requirements Plan will be simplified in the third quarter of 1942. Application form PD-25A will continue to be used, but instructions for filling out the forms will specify many columns to be left blank, the WPB said. Assignment of ratings under the PRP will depend increasingly on the nature and use of the applicant's product, and less on the pattern of preference ratings on the orders in his books, which will make it possible to eliminate a considerable part of information previously required from PRP applicants, the WPB said.

The WPB authorized Federal, State and local road departments to continue their spring and summer programs for building essential public roads without securing individual authorization for each project. The agencies involved will be required only to file monthly reports of material commitments, the Board said.

All sales and deliveries by large producers of softwood "construction" LUMBER, except sales to the Army, Navy and Maritime Commission, were frozen by the WPB, for a 60-day period. The order defines construction lumber as any softwood lumber of any of several designated specifications, but excludes standard grades of factory lumber, shop lumber, box lumber, or hardwood lumber. The Board said that after the 60-day period, an allocation system probably will be established to assure sufficient supplies going to the armed forces for construction of cantonments and other military installations.

The WPB removed TIRES, TUBES and AUTOMOTIVE REPLACEMENT PARTS from general inventory controls exercised by Limitation Order L-63, because these supplies are adequately covered by other WPB and OPA orders.

The Board amended the GOLF CLUB order to permit manufacturers to use completely fabricated plastic ferrules and caps which they now have on hand. Ferrules are used to finish the joint between the head of the club and the shaft and caps are used to plug up the end of a steel shaft and give it a finished appearance, the WPB said.

Prices

Price Administrator Henderson amended Supplementary Regulation No. 1, to: (1) continue exemptions previously granted in price schedules or regulations for imported SILK WASTES, COPPER SCRAP or COPPER ALLOY SCRAP sold to a foundry by a person operating, owning or maintaining rolling stock, and GREEN COFFEE sold in Puerto Rico; and (2) to exempt from the General Price Regulation COTTON MILL WASTE, GROUND GRAIN FEED, HOG CHOLERA VIRUS and ANTI-HOG CHOLERA SERUM, BLOCK MICA of strategic grades and FABRICATED MICA produced from such grades, DIAMOND DIES smaller than .002 inches diameter, and APPALACHIAN HARDWOOD LUMBER (exempted only until May 18).

Mr. Henderson also exempted from the provisions of the General Maximum Price Regulation: (1) Sales and deliveries of goods specified in requisitions under which the Navy is accepting bids for 4,959,500 yards of flannel, melton and kersey. (2) Sales and deliveries made by the Underwriters Salvage Co., Chicago, and the Underwriters Salvage Co., New York, after both companies "had satisfactorily demonstrated that they were engaged solely in the business of reconditioning and selling damaged merchandise received from insurance companies, transportation companies, and agencies of the United States Government."

Specific maximum prices were set, effective May 13, for SHEARLINGS, (tanned and raw) used principally in the linings of flying suits and garments of the Armed Forces. Mr. Henderson amended the regulations governing mixed shipments of IRON and STEEL SCRAP to provide, beginning May 18, "when grades of scrap commanding different maximum prices are included in one vehicle, the maximum price of the scrap in the vehicle shall be that of the lowest-priced grade in the shipment." OPA stated "this limitation shall not affect shipments involving vessel movement if each grade commanding a different maximum price is segregated in the vessel."

OPA permitted retailers of SUMMER SEASONAL COMMODITIES to establish ceiling prices for a restricted list of summer apparel, furniture, and other warm-weather merchandise not generally sold in March (base period in the General Maximum Price Regulation) by applying last season's percentage mark-up to a cost figure that cannot be more than the highest manufacturer's March price and may be less. The Office amended the COTTON PRODUCTS maximum price regulation, effective May 16, to allow sellers of goods consisting wholly of COTTON to state in invoices the unadjusted maximum price, the loom weight and the maximum price. OPA said the amendment increases the base maximum price for cotton products covered by the regulation by five cents for each pound of cotton content, because the "sliding scale" feature has been eliminated.

Mr. Henderson stated: (1) Delivered prices for the various grades of IMPORTED WOODPULP to U. S. purchasers may not exceed the maximum delivered prices at the consumer's mill established by Maximum Price Regulation No. 114 (Woodpulp). (2) PENNSYLVANIA ANTHRACITE producers and distributors who make any charges for special services must report them to OPA and show the nature of the special service, the charge per net ton, and the aggregate tonnage sold subject to the special charge. (3) Correspondence and personal inquiries relating to Maximum Price Regulation No. 120 (BITUMINOUS COAL delivered from mine or preparation plant) should be referred directly to the Bituminous Coal Division. (4) The present price ceiling of $115 per ton for OLD MANILA ROPE will remain in effect and no changes in the maximum price are contemplated. He urged dealers of the rope to release their supplies to manufacturers of rope-papers and other items essential to the war effort.

Construction

WPB consolidated construction functions under a Construction Bureau, set up in the Production Division and headed by William V. Kahler, to: "(1) service all construction essential to the war effort; (2) recommend construction project priority ratings; (3) apply the principles of conservation of essential materials to construction projects; (4) administer Conservation Order L-41 which places all private construction under rigid control." Mr. Kahler was in charge of the Construction Branch, Production Division, and in his new position will be a member of the Plant Site Board.

The new Bureau, the WPB said, will service essential construction projects so that scheduled completion dates are met, working closely with industry, the Army, Navy and other Government agencies to do away with delays. It will recommend and administer limitation and conservation orders, and will apply Bureau of Industrial Conservation policies to project applications "to insure a minimum use of essential materials." The consolidation, WPB stated, will permit a single agency of the Board to handle all applications for construction, except those of the Army and Navy. "It will permit a central integration of requirements for construction material... It also will make it possible to study from one point of view the essentiality of any building project." The Government Requirements Branch will continue to have all contacts with Federal, State and local government agencies on applications concerning their construction projects.

Normal hospital construction programs are "out" for the duration, and because of the shortage of critical materials it is impossible to approve plans for "monumental" hospital structures, FWA Administrator Fleming stated in a National Hospital Day radio broadcast. Temporary hospitals may have to be approved wherever possible, while communities planning on 200 or 300-bed hospitals may have to turn to 40 or 50-bed buildings, he said. He also said many ailments now treated in hospitals may again have to be cared for in the home.

War Bonds And Expenditures

Treasury Secretary Morgenthau said the Treasury Department disapproves of the use of War Savings Bonds or Stamps as prizes or rewards in lotteries, punch-boards, pinball games or other games of chance where an element of personal profit is involved either directly or indirectly. He said the Treasury did not object to use of War Bonds or Stamps in contests of knowledge or skill not depending on chance and not directly connected with retail sales of merchandise.

The President by Executive Order made the following additional agencies accountable to the Bureau of the Budget for their administrative expenditures: Federal Intermediate Credit Banks, Production Credit Corporations, Regional Agricultural Credit Corporations, Disaster Loan Corp., Metals Reserve Co., Rubber Reserve Co., Defense Plant Corp., Defense Supplies Corp., Defense Homes Corp., Federal National Mortgage Assoc., and the War Damage Corp.

Rural Motor Traffic Decreases

A Public Roads Administration survey -- made through the use of nearly 600 permanent, automatic traffic counters on rural roads throughout the country -- showed an 11.5 percent decrease in rural traffic in March as compared with March 1941, and a 7.6 percent decrease in February as compared with the same month a year ago. "This downward trend," PRA stated, "is emphasized by the fact that traffic increased each month in 1941 over the same month a year earlier, with an increase for December and an average increase for the year of about 12.5 percent. The curtailment of pleasure travel in February and March was even greater than the percentage figures would suggest, because it is known that business travel was increasing at the same time that total travel declined."

Bibliography of Latin American Folk Music

To meet demands of a growing interest in the life and customs of the

20 other American Republics, the Library of Congress Music Division has prepared a comprehensive "Bibliography of Latin American Folk Music." A preliminary edition is being distributed to the leading authorities in the field throughout Latin America and the U. S. to elicit criticism and suggestions, Archibald MacLeish, Librarian of Congress, reported. Gilbert Chase, Assistant for Latin American music, compiled the bibliography which will eventually be incorporated in a general "Guide to Latin American Music" which the Library plans to issue. The project is being carried on in cooperation with the Inter-Departmental Committee for Cooperation with the Other American Republics, Department of State. The bibliography -- most comprehensive to date -- contains classified and indexed listings of 1,131 references on the folk music of South and Central America, Mexico, the West Indies and those parts of the U. S. where Hispanic influence once predominated.

Sedition

The May 9 issue of "The X-Ray," weekly paper published by Court Asher, Muncie, Ind., and barred from the mails because of alleged sedition, has been admitted to the mails after examination disclosed it contains nothing prohibited by the Espionage Act, the Post Office Department stated. Post Office Solicitor Miles wrote the Muncie Postmaster the current issue has "omitted, among other things, the violent, seditious attacks against the Administration and its war methods and policies, and against various of the nations allied with this country in this war effort, which have characterized the previous issues of this publication." A hearing will be held May 19 to make a final decision regarding the paper's second-class mailing privilege.

Drought Conditions

There must be "long, continued above-normal rains" this summer if a serious drought is to be avoided in Virginia and the Tennessee Valley, the Geological Survey reported. It said in the rest of the country stream flow conditions in April were good, except for floods in six southwestern States.

Labor Disputes

The U. S. Conciliation Service reported settlement of the following disputes: S. S. White Dental Co., Philadelphia, Pa.; Municipal Street Car Operators, San Francisco, Calif.; men returned to work but negotiations continuing -- Ehret Magnesium Mfg. Co., Valley Forge, Pa.; and American Rutile Corp., Roseland, Va.

Appointments And Resignations

WILLIAM L. BATT resigned as DIRECTOR of the WPB Materials Division, the WPB said. Mr. Batt will continue as Chairman of the WPB Requirements Committee, American member of the Combined Raw Materials Board, Coordinator of the Russian Aid Program, and Chairman of the U. S.-Canada Coordinating Committee, the Board said.

A. I. HENDERSON, former Deputy Director of the WPB Materials Division, was named DIRECTOR of the Division to succeed William L. Batt, the WPB said.

WILLIAM A. ADAMS, former Deputy Chief of the WPB Furniture and Bedding Branch, was named DIRECTOR of the Branch, succeeding John M. Brower who will continue to act as Chief Technical Consultant to the Branch.

MARSHALL E. DIMOCK resigned as ASSOCIATE COMMISSIONER of the Immigration and Naturalization Service to become DIRECTOR of the WSA Recruitment and Manning Organization, Attorney General Biddle announced. Mr. Dimock has served as Associate Commissioner since July 1940. Previously he was Second Assistant Secretary of Labor and Professor of Public Administration at the University of Chicago.

A. T. WOOD, former Vice President of the Wilson Transit Co., was named full-time ODT ASSISTANT on Great Lakes Carriers, Defense Transportation Director Eastman announced.

FRANKLIN W. HOBBS was re-appointed by President Roosevelt as DIRECTOR of the Textile Foundation.

(All information herein is from official sources.)

Dear Miss Anderson — Sending you three copies of American Soroptimist in which this appeared. Martha R. Lewis

Women Workers in the War Efforts

by *Miss Mary Anderson*, Director of Women's Bureau United States Department of Labor

WOMEN'S BUREAU
MAY 11 1942
DEPARTMENT OF LABOR

Policy for Training Women

As a prologue to the discussion of skills and jobs, a brief summary of the training situation for women may promote a better understanding of their whole position in the war scene. When in the summer of 1940 the Federal Government initiated a defense training program, many of us hoped that women would be extensively included as part of our preparedness efforts.

Officials connected with the training program were very polite in agreeing that women should be trained. Thousands of women tried to gain admittance to defense courses but with little success in most lines and in most localities. To stress the need and value of training women, the Women's Bureau held a conference in November 1940, which was attended by the representatives of various large women's organizations. But during 1941 very little happened in the way of training of women.

They were welcomed into defense training for sewing machine operators and nurses. Girls were given opportunities to take NYA courses in mechanical skills. But incredibly few women were allowed to derive the benefits of the defense vocational classes. Statistics are quite revealing. On November 30, 1941, after the defense vocational training had been conducted for a year and a half, just a week before the Pearl Harbor attack, a total of 1,700,000 persons had been enrolled in these courses. But of these trainees, only 1 per cent — a bare 17,000 — were women.

And yet, I believe that the efforts of the women's organizations cooperating with the Women's Bureau in regard to the need to train a woman force were not lost. We served as a pressure group, as an educational influence, that bore fruit as soon as war was declared. Almost immediately there was a turn in the tide for training women. Men both as officials and as manufacturers acknowledged the need. In short order new policies were set up by the Labor Division of the War production Board calling for the immediate extension to women of defense training on all levels, on a basis of equality with men — the selection of trainees to be guided by their qualifications.

With the Armed Forces

Nursing — Starting with the front lines of warfare— the combat troops, we are interested to discover in just what connections women are or may be utilized. It will not be necessary to linger on the service in which women are used most obviously and to considerable extent, namely nursing. You know that more nurses are needed for military forces. But I would like to call your attention to the great need for more nurses for civilian purposes — the need for more student nurses — the need for women to take training.

Technicians — On a similar basis is the Red Cross enrollment and reserve force of technicians for recruitment by the Army and Navy. This register includes chemical laboratory technicians, meat and dairy inspectors, occupational therapists, statistical clerks, and X-ray technicians. Because of the high standards of the Army and Navy only a little over 3,000 candidates had been accepted for possible service at the outbreak of war. Such technicians when employed by the Army and Navy may be used wherever military operations are carried on — in foreign service as well as in the United States.

Red Cross Social Workers — While on the subject of the Red Cross recruitment of women for war purposes I wish to mention its medical, social, and recreational workers who serve in military hospitals in this country and with our Army units, in foreign lands. These women may be sent to Iceland, Australia, the Fiji Islands or any place where American troops are found. They receive sealed orders and do not know of their destination until reaching the port of debarkation. The Red Cross at present has great need of such workers both at home and abroad. They are selected with great care, particularly those who go overseas. They range in age from 27 to 50. Another large group of Red Cross social workers are those engaged in home service activities as connected with the many Red Cross chapters. All the Red Cross social and recreational workers are expected to have the necessary training in accredited schools and considerable experience in addition.

Physicians — As physicians women as yet have been given no opportunity to serve with the military forces, though the association of women doctors have gone on record expressing their desire to have a share in actual war work. As the men physicians are drawn in increasing numbers into the military set-up, women will play a much more important role in meeting the medical needs of the civilian population.

Aviation — We might pause for only a moment on the part women will have in aviation in the war effort. Though claiming so many young men for combat flying, this type of activity is definitely closed to women. No longer are women permitted to enter the Government sponsored courses for training pilots. We know of one private firm that has employed women to ferry its training planes to the Army flying fields. You have probably read too of the few American women aviators who have flown to England to offer their services there as ferry pilots.

The chief opportunities for women in aeronautics during the war period will be as instructors in flying, and in ground mechanics at Army flying schools; and as staff members at commercial airports.

Already they are engaging in a variety of ground duties at the airports. At the end of 1941 there were 92 women as journeymen instructors. A woman is the manager at the municipal airport in Raleigh. With several of the commercial companies women are engaged as a reservation supervisor, a passenger service superintendent, a dispatch clerk, director of women's traffic division, as dietitians and stewardesses. Women with

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the necessary qualifications can work in the weather service and at making maps, etc.

Women's Army Auxiliary Corps — Women will be able to serve actually with the Army in many helpful ways, after the passage of the bill sponsored by Congressman Edith Nourse Rogers and calling for a Women's Army Auxiliary Corps. The House has already passed this bill and the Senate is expected to follow suit. The bill has the strong endorsement of the Secretary of War and the Chief of Staff of the Army, both of whom urge its immediate enactment.

The bill authorizes the President to establish the corps for non-fighting service with the Army, the total number of women permitted to enlist not to exceed 150,000. All supporting the bill agree that the women must be selected very carefully, after an investigation of their character and qualifications. The age limits are 21 to 45 years. Women with dependents will not be accepted. When the bill becomes a law the Secretary of War will issue the essential information and regulations.

Mrs Rogers in her discussion of the bill has enumerated a great variety of possible duties which the women could perform and thereby release men for combat. The War Department has indicated that it wants to use about 10,000 women immediately in the aircraft-warning service of the interceptor command, to replace the volunteers at present doing this job. Other possible assignments are: Clerks, machine operators, pharmacists, dietitians, hostesses, librarians, welfare workers, post exchange employees, plotters, tellers, and supervisors in information and filter centers.

The rank and file of women will be paid the same salaries as enlisted men. On the other hand the directors and assistant directors who will be trained in established schools by the Army, will receive $3,000 and $2400. respectively, with allowances. There would be one director and nine assistant directors to each Army Corps Area. There is no restriction as to where the corps members would be sent. Another important aim of this system is to allow men to remain in key jobs in munitions plants.

War Industries

In this war, of equal importance, with the soldiers on the battle lines, are the workers on the labor fronts. What skills of women are being utilized or can be used in the war industries — in the making of planes, tanks, ships, guns, ammunitions? Experience has proved that women in the present emergency can do practically everything except possibly very heavy jobs or those requiring long years of apprenticeship plus considerable experience.

Manipulative and Related Skills — The Women's Bureau has made occupational analyses of some of the key war industries and found many thousands of women working in the plants making ammunition for small arms and artillery. Many more women will be needed in such arsenals. At first, aircraft factories were employing women mainly in clerical work, but since last October there has been a definite policy to hire women for production lines, a policy given considerable impetus by the outbreak of the war. Now an occasional airplane assembly factory can point to about a thousand women or so in productive work, and we hear that each of several of the big bomber plants anticipates a force of around 15,000 women eventually.

Engineering-Scientific-Management Jobs — Then at least a few women with adequate qualifications can ascend to the higher rungs of the industrial ladder to laboratory and research work, to engineering, supervisory, or even managerial positions.

Acquiring Training

The question arises: How and where can women get the training for all these different types of work? In the defense vocational pre-employment courses women can secure instruction in both the manual and related skills mentioned. These may serve as an opening wedge into factory employment. But the ideal place to get training for most operations is in the plant itself. It is said that 90 percent of the workers need to be trained on the job. For the less skilled work a few weeks of plant training are usually sufficient.

Then there is the system known as Within-Industry-Training, that comes under the supervision of Channing Dooley of the Labor Division of the War Production Board. This type is for upgrading to higher skills or to supervisory work. It is a definite part of the defense training program started in the summer of 1940, and is now being carried on by over 2000 industrial concerns. At least a few women have derived the benefits of this system. A more recent development along in-plant instruction lines are the courses set up under the sponsorship of the Apprenticeship Training Section of the U. S. Department of Labor cooperating with Mr. Dooley, to which women are more readily admitted. ~~These courses are the beginning and upgrading the apprenticeship, — are a long-term arrangement, and have involved a very few women.~~

Business and professional women who have aptitude for mathematics and mechanics may be more interested in aiming at the higher jobs — the engineering, scientific and managerial. Of course this type of position is not easily achieved by women, but it is possible. In many colleges and universities defense courses along these lines are now being offered. The end of 1941 showed a total of almost 5000 women who had entered such courses in 124 higher educational institutions. To be permitted to take this training applicants need not be college students or candidates for an A. B. But only well qualified women should apply, women who have had considerable training in mathematics, chemistry, and physics.

Recently the dean of the Johns Hopkins School of Engineering listed occupations for which women might feasibly train as follows: Engineering-drafting, radio inspecting, weight computing, chemical analysis, analysis and testing of metals, aircraft engineering. Women with ambition to train along these lines might well take a job as a productive worker in a factory as an excellent preliminary step to give them the "feel of industry".

Illustrations can be cited of women who have reached real pinnacles in the industrial field. There is Mrs. Mabel McFarron, an electrical engineer, who is now production engineer in the Lockheed aircraft factory. Elizabeth Miller, a young woman still in her twenties, who holds a degree as an aviation engineer, is now at the Glenn L. Martin plant, analyzing airplane paints to test their durability in withstanding the elements. Her first job in the plant was a secretarial one, and she came to the attention of the management as an engineering specialist when she picked up a flaw in a set of specifications. You probably know of Viaian Kellems, president of her own company manufacturing cable grips, which have been used on two of our new battleships. Then there are Catherine Ferguson who tests alloys in the General Electric laboratories, and Dr. Hertha Freche, who is an X-ray metal specialist in a Pennsylvania aluminum company — and Jewel Williams who directs a corps of women helping build the instruments that guide Uncle Sam's airplanes and battleships. Other names of individual women could be mentioned. But to become one of these top-notchers requires a long hard grind, much ability, courage, and persistence.

In the Women's Bureau we are often asked what opportunity there is for women in personnel work in the defense plants. Of course there are some women so engaged, but as far as I can learn there is not yet any considerable demand from industry for women's services in such capacity.

Government Service

The Federal Government does offer some opportunity for women in the personnel field as well as in scientific pursuits. Arthur Fleming, Civil Service Commissioner, addressing the Conference of the Institute of Women's Professional Relations the other week, gave some interesting statistics. For example, there is need for about 65 women experts in chemistry, particularly if they have specialized in plastics, explosives, or rubber. There are openings for some women as scientific aides along a great variety of lines. The Civil Service Commission in the coming year could probably place around 650 women economists in varied fields, particularly if they have had training and experience in accounting, statistics, commodities and markets, foreign trade, price analyses, public utilities, industry studies, consumer and population problems or crop estimates. Specialists in some of these fields who have knowledge of one or more foreign languages have a good chance at Government jobs. Women who have specialized in psychology also may be able to secure Federal positions in connection with local draft boards, for example. Or women who have specialized along housing or recreational lines may find a niche in defense housing projects, or with the USO, doing very useful war work with the service men or industrial workers and their families.

Clerical Workers — I scarcely need to mention the great demand for clerical workers, both in Government service and private industries. Some women are taking on combination clerical and production duties in some war plants.

Communications — Women trained in the communications field are finding increasing opportunities in private and Government Service.

During war even more than peace times our telephone, telegraph, and radio constitute the nerve system of our whole economy. Communications operate at higher efficiency and carry heavier loads, and therefore need increased personnel. More women telephone operators are needed, and in the telephone industry, at least some qualified women may hope to secure professional and technical jobs as men are drafted for combat service. The Army Signal Corps recently requested 2000 technical telephone specialists. In the radio field women are gaining ground as broadcasters and technicians. Incidentally radio technician courses are being offered now at more than 60 colleges and universities, including Vassar.

Civil Service Commission — Women wanting to know about Government jobs should consult the Civil Service Commission, asking to be notified of examinations in their field. Those with special skills may ask to have their names placed on the Commissioner's Roster of Scientific and Specialized Personnel. For this it is not necessary to take an examination. Not only are the registrants on the roster referred to Government positions, but to employers in defense industries if they call on the Roster to supply experts in fields where shortages exist.

Cooperation with the Women's Bureau

There are many problems pertaining to women's participation, as part of the labor force, in our all-out war effort. The Women's Bureau is concerned with the adjustment of such difficulties and with the development of a well-coordinated program for the most effective use of women. But to achieve these objectives, the Bureau needs the cooperation of women's organizations such as yours.

As you doubtless know we called a conference in January attended by representatives of large women's organizations including your own, concerned with promoting the interests of women workers — industrial, office, and professional — in relation to the war effort. As a result of the various committee discussions, a series of recommendations was drawn up. This information in mimeographed form is available to any of you.

Business and professional women's organizations can begin to accumulate data in their own fields for use in setting up job specifications with corresponding wage standards. In fact your organizations can help to decide the most desirable working conditions for all types of employed women in order to secure the maximum service and production without jeopardizing women's health and efficiency.

Then the question of living conditions of women workers of all types in areas with defense impacts is indeed a challenging one to which I strongly recommend you give your attention.

Another important activity for women's groups in local communities is to see that the public employment service is set up so as to meet fully the needs of the women applicants, with necessary expansion of these services to include women interviewers who understand the possibilities of women as part of the labor force. Effort should be made to have the employment offices extended in such ways as to give much better service to professional women in matters of vocational guidance and placement, than in the past.

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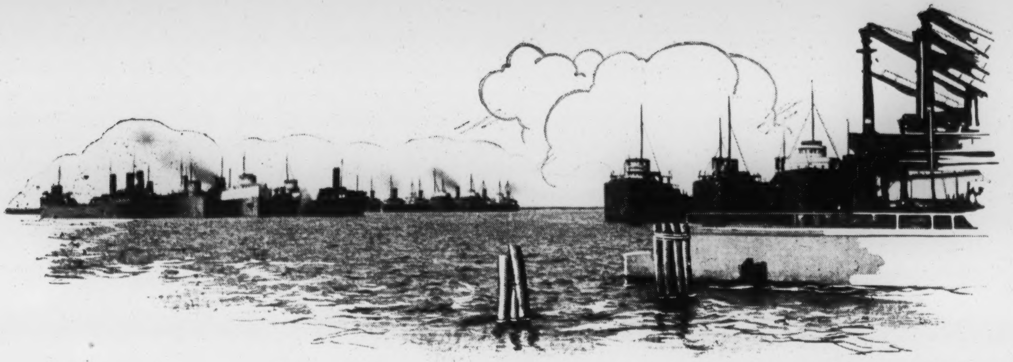
* See Editor's Note



Cleveland's bustling harbor with its big lake freighters, gigantic ore docks and coal loaders, is ever-fascinating as a spectacle to visitors. These great vessels bring tc Cleveland the iron ore which is the food for its great iron and steel industries and at the same time bring with them the romance and glamour which always follows the ships which sail deep water. A trip along Cleveland's industrial waterfront is an education in the vital art of steel-making

Courtesy of Cleveland Convention and Visitors' Bureau

WELCOME SOROPTIMISTS

Only one more month and many of you will be starting for the biennial convention. The members of the Cleveland Club are eagerly and anxiously looking forward to greeting all of you and assure you a very cordial welcome.

The activities and plans of the various committees are centered on giving you days filled with interesting meetings, surprising diversions, and unique entertainment. These war days are serious for us all but we do need diversion from everyday affairs to give us courage to face what may be ahead.

Soroptimists from every club in the midwestern region are urging you to take your vacation in June and come to Cleveland. We will do everything in our power to give you a grand week. Reservations are coming in from many parts of this country and from Canada.

Get some timetables and see how easily you can reach Cleveland!

Rachel Stoddard Ruff, President
SOROPTIMIST CLUB OF CLEVELAND

THE LIBRARY SHELF

by DOROTHY E. COOK

In Lighter Vein

Or we might call these books "escape reading" if it were not that they are also highly factual and informative. At least this month's choice of books leaves out those books which are even remotely concerned with this war. May each of you be able to find time to read at least one and feel refreshed both in mind and body because of their relaxing influence.

Beebe, William
BOOK OF BAYS — Harcourt $3.50.

The description of a trip on the yacht "Zaca" in the bays of Central American coast from Lower California well down toward Panama. It is a fascinating tale and "whether Dr. Beebe was ashore, in the mountains and jungles, or locomoting on his breastbone around tidal pools, or making one of those descents in the bathysphere . . . he manages to persuade us that nothing is so interesting or so worth the doing as whatever he happens to be doing at the time."

Saturday review of literature

Skinner, Cornelia Otis.
SOAP BEHIND THE EARS. — Dodd $2.

A collection of Miss Skinner's humourous sketches which is a sure cure for "jitters" or "blues." Some of them you may have read in the "New Yorker" but will enjoy re-reading. The subjects Miss Skinner takes up are defense hysteria on Long Island, the difficulty of getting tea in any hotel, the summer theatre, what not to say to a visiting celebrity, beauty parlors, etc.

Wilkins, William Vaughan
SEVEN TEMPEST. — Macmillan $2.75.

A longish (458) pages) historical novel dealing with the time when Leopold I of Belgium and Ernest of Hanover were pursuing their schemes to provide Queen Victoria a husband. The story is chiefly concerned with the Coburg duchess, Anna Louise and Seven Tempest, a robust and sophisticated hero deliberately trained to escape sentiment. There is plenty of adventure and romance and thrills to make you forget this work-a-day world.

Merrick, Elliott.
NORTHERN NURSE. — Scribner $2.75.

The story of Kay Austen Merrick and her experiences as a nurse and only medical authority during a long winter in the Labrador. It is told in the first person and makes a vivid narrative with laughter, adventure and the love of life.

Rawling, Marjorie Kinnan.
CROSS CREEK — Scribner $2.50.

The author's reminiscences of a dozen years on an orange grove at Cross Creek, Florida. It is and "unhurried, humorous account of how she discovered and took possession of a new U. S. literary landscape (Florida), a new literary folk (the Florida backwoods people) and the Cracker idiom whose Shakespearean and Chaucerian turns struck her sensitive ear, when she first heard them, like a blow."

(*Time Magazine*)

Runbeck, Margaret Lee.
OUR MISS BOO. — Appleton-Century $2.

The story of a little girl four years old. Recounts the unfolding of her character and the charm by which she captures the neighborhood. As the New York Times says: "The book is a pleasantly sentimental tribute to a little girl which should please all admirers of little girls in general or in very special and individual cases."

5/29/42

The Weather

Today—Warmer. Yesterday—Hi
low, 60. Details on Page 25.

NO. 24,088

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By The Washington Po

U. S. Policy On War Jobs Is 'Work Or Fight'

Qualified Men Who Refuse Defense Jobs To Lose Privilege Of Draft Deferment

By Alfred Friendly
Post Staff Writer

The War Man Power Commission chairman, Paul V. McNutt, yesterday indicated that he might enforce his recently announced "labor freeze" policy by asking Selective Service boards to cancel occupational deferments of those workers who refused to accept "suitable employment" in war industries without reasonable cause.

The modified "work or fight" proposal was hinted at in a press release issued last night giving more details of the proposed labor freeze than were issued by a Commission spokesman on Wednesday.

With the exception of the proposal calling for the United States Employment Service to report to Selective Service System any qualified employe who arbitrarily refused to work in a war plant, the release outlined a policy generally milder and less ambitious than that previously indicated.

Scope Restricted

McNutt said the Man Power Commission would soon issue a program to prevent labor "pirating" but that the "freeze" element and the requirement for all hiring to be done through the USES would apply "initially only to a few critical occupations in a small number of war production areas where the situation has become particularly serious."

In addition, McNutt declared that "at the outset" it was probable that the use or approval of the USES in hiring would be required only in the case of an employer seeking to hire a worker who was already employed in an essential war industry. No restrictions would be placed on the hiring of workers not employed in essential armament occupations.

Exceptional Cases Expected

In the event an employer hired a worker of a designated critical skill or in a designated area contrary to commission policy and failed to correct the "pirating" practice, the USES would report the fact to the appropriate Federal agency for "action."

Buy from these Soroptimists

Business Gifts — Autopoint Pencils, variety of goodwill items, advertising novelties for parties, conventions. Autopoint Company—*Helen McCutcheon*, Soroptimist—2418 Farwell Ave., Chicago, Ill.

Camps—*Caroline K. Barron*, Minneapolis, Minnesota. Camp Kiwadinipi, for Girls. See Adv.

Collections—(*Abigail H. Zell*) Walton Service, Inc., 1011 Chestnut St., Phila., Pa. Established in 1889.

Corsetiere—*Ann Brentnall*, 303 Waldheim Building and 217 West 47th Street, Kansas City, Mo.

Corsetiere: Clare Asbury—Madame Clare Corset Shop, 102-104 S. 20th St., Philadelphia., Pa. *We "hold that line".*

Damon's Dining Rooms—2466 Fairmount Blvd., Cleveland Heights, Ohio; 16720 Kinsman Blvd., Shaker Heights, Ohio.

Fine Cosmetics and Perfumes by Luzier'—to meet the Individual's requirements and preferences. *Helen E. Smithson*, Divisional Distributor, 1715 Tampa Ave., Cleveland, Ohio.

Funeral Directors—R. R. Bringhurst & Co., Inc., 2000 Walnut St., Phila., Pa. (*Florence M. Frambes*).

GRENOBLE GIFTS Chambersburg Street, Gettysburg, Pa. *Mabel Grenoble*, Soroptimist. Gavels of Battlefield Woods. $1.00 each.

Hamilton School of Music and Dramatic Art, 1714 Chestnut St., Philadelphia, Pa. and Chestnut St. and Glendale Rd., Upper Darby, Pa. (*G. May Hamilton*, Director).

Institutional Recipes—*Emma Smedley*, Philadelphia, Pa.—See Adv.

Mayonnaise—(*Anna Schlorer Smith*), Mrs. Schlorer's, Inc., 2525 Dickinson street, Philadelphia. Telephone Dewey 1288.

Printing—Blaetz Bros., Fox Chase, Pa. (*Adelaide Blaetz*). See adv.

Professional Supplies—Matthay Professional Supply Company, 809 S. Hill St., Los Angeles, California. "Surgical. Hospital, and Sickroom Supplies". *Mayme V. Matthay.*

Storage—Expert moving and storage service. *Safe care* of household furniture and furnishings. Atlas Storage Co., 4015 Walnut St., Philadelphia. Margaret H. Bartram, Soroptimist.

Surety Bonds—*Iola S. Ranck*, 1608 Walnut Street, Philadelphia. Stokes, Packard & Smith. *"To make assurance double sure, I take a bond of fate."*

Tea Room—Chatterbox Tea Room, Bryn Mawr, Pa. (Route 30) - Where you will enjoy your dinner among friends in pleasant surroundings. *Vera Grannis*, Main Line Soroptimist.

Travel Bureau—Atlas Travel Service, 140-141 Berkeley Square, Berkeley, California. Tickets and Organized Tours - anywhere, any time. *May W. McMillin.*

HOTELS

Hotel Cleveland, Cleveland, Ohio (*Vanessa D. Griffin*) —Headquarters of Cleveland Soroptimists—"One step from your train—two steps from anywhere"—on all motor routes.

Penn Ryan Hotel, 111 S. Pennsylvania Ave., Atlantic City, N. J. European and Continental Plans. Reasonable Rates. *Kathryn M. Ryan.*

SCHOOLS

Lewis Hotel Training School, Washington, D. C. (*Mary Catherine Lewis*). See adv.

Temple Secretarial School—(*Caroline B. Stephen*), 1420 K St., N. W. Washington D. C. see adv.

Secretarial and Business School
The school for the individual where every pupil is studied carefully as to his needs, interests and abilities.
THE TEMPLE SECRETARIAL SCHOOL
1420 K St., N. W., Washington, D. C.
Caroline B. Stephen, President

LARGEST, FINEST — COSTS NO MORE
The Hotel Oakland, with 500 outside rooms, is the largest and finest in Oakland, Cal. yet rates are from $3 single, from $4 double. Official Soroptimist headquarters.
HOTEL OAKLAND
13th and Harrison Oakland, California

CAMP KIWADINIPI for GIRLS

Ely, Minnesota, in the heart of Superior National Forest. Ages: 6-18 years. Season: July 1st to August 26th. Swimming, riding, tennis, handicraft, dancing, dramatics. Canoe trips into Canada. Fees: Under 12 years $25.00 per week; 12 years and over $35.00 per week. Owner and Director: Caroline K. Barron (Soroptimist). Address: Kenwood School, Minneapolis, Minnesota.

WILLARD HOTEL
GUEST ROOMS
Soroptimist Club meets Wednesday, 1:00 P. M. Willard Hotel
H. P. SOMERVILLE, Managing Director
WASHINGTON, D. C.

FLASH — — —

Three new clubs being chartered:
Flagstaff, Arizona, April 22; Reno, Nevada, April 25; Altoona, Blair County, Pa. April 25.

American Federation of Soroptimist Clubs
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Vancouver, B. C., Canada

The American

SOROPTIMIST

VOL. XV MAY, 1942 NO. 9

The First Lady of the Land Greets Soroptimists

The women executives of the American Federation of Soroptimist Clubs who will meet at the Cleveland convention in June are, I am sure, doing their full part in the war effort. With their training and experience they have much to contribute.

During the convention, I should like to suggest that they plan further activities toward helping win the war and then discuss what can and should be done to win the peace.

I also think that all of us who remain at home have an obligation to the men in the Armed Forces who are fighting for our protection and the preservation of our freedom.

We will be called upon to make many sacrifices before the war is won, and those sacrifices may not end with victory unless we put all our strength behind our leaders. We have an obligation to the world as well as to our own country, and we should learn from history that our job will not be done when peace returns.

Our obligation to these men in the Armed Forces is to see that we plan our economy so that their demobilization will not disrupt it, and that their adjustment from military life to civilian life will be as smooth as possible.

We have made many social gains in the last several years and I hope we will not lose them through a mistaken sense of patriotism.

If we all realize that we can not have general well-being if there are sections or groups which do not share in it, we will work toward the four fundamentals which are essential in a democracy.

They are:

1. The right to an education according to one's ability to learn.
2. The right to earn a living commensurate with one's capabilities.
3. The right to participate in government.
4. The right to equal justice before the law.

These rights must be universal, with no discrimination as to race, creed or color.

ELEANOR ROOSEVELT
(Mrs. Franklin D. Roosevelt)

THE AMERICAN SOROPTIMIST
EDITOR—Mrs. Mary H West

SOROPTIMIST INTERNATIONAL ASSOCIATION
ELIZABETH HAWES, Liaison Secretary
79 Leadenhall Street, London, England

EXECUTIVE SECRETARY—Miss Martha R. Servis
HEADQUARTERS OFFICE
1530 Chestnut St., Philadelphia, Pa.

Convention of Thought

Editorial

by MARY H. WEST

While every Soroptimist who can will attend the Cleveland Convention, there may be many in these times of stress whose work will make personal attendance impossible. However, it is certain that this year as never before the thoughts of all its members will converge upon this centralized activity of Soroptimism.

Is there a special reason for this convention of thought? Yes, there is a super-abundant reason. While forces of evil, of retrogression, and of outgrown barbarism are on the march, it becomes not only the heartfelt privilege but the civilized duty of peoples of the higher aim to knit themselves more strongly in their common purpose.

As the British infantry rushed together at Waterloo to place their four-fronted "squares" of fire and steel in the path of Napoleon's cavalry, so must the bearers of the torch of civilization rush together to oppose darkness and decadence.

Convention? Yes. Go. And reap there the benefits of the community of common purposes.

But for all who cannot go (as well as for all who can) there is possible a convention of thought, and that "Convention" should be of unlimited duration.

"Convention," — union, is the very essence of the Soroptimist aim, friendship.

Union is essential to strength. Soroptimism is basically an organization for the stimulation, help and protection of executive women through mutual association and friendship. These are the bonds of union, these constitute the community of interests; these are the centripetal forces of the "Permanent" Convention.

In Hirohito's realm, women are the slaves of males. On Hitler's blueprint, women are — breeders (period).

A woman's Club, built on the theory that women are free to work, free to speak, free to serve their communities in unrestricted capacities, free to cultivate understanding and friendship with other women in their own and other Lands, would go out like a light in the vitiated atmosphere of dictators—as such Clubs actually have gone out in Countries dominated by Hitler.

Civilization is beset. Advancement is threatened. The particular advancement of women is particularly endangered.

What will be the response of free women in free Nations? They can respond, they will resond, they are responding — with work — with love — with purpose.

Let us remember that in union there is strength. Let us not forget that love and friendship are without object or focus except in union. And let us therefore convene— permanently.

Honor Roll

The following clubs have purchased War Bonds
Total valuation $10,337.75

Akron, Ohio
Baker, Oregon
Bellingham, Washington
Berkeley, California
Boise, Idaho
Bronx County, N. Y.
Brooklyn, New York
Cleveland, Ohio
Erie, Penna.
Fresno, Cal.
Goucester County, N. J.
Hanover, Pa.
Harrisburg, Pa.
Huntington Park, Cal.
Kansas City, Mo.
Long Beach, Cal.
Los Angeles, Cal.
Montgomery Co., Md.
North Shore Queens
Oakland, Cal.
Oroville, Cal.
Philadelphia, Pa.
Pittsburgh, Pa.
Provo, Utah
Richmond, California
Sacramento, California
St. Louis, Mo.
Salem Co., N. J.
San Francisco, Cal.
San Jose, California
Santa Cruz, California
Seattle, Washington
Sonora, California
Spokane, Washington
Stockton, California
Studio City, N. Hollywood, California
Ventura, California
Washington, D. C.
Watsonville, California
West Chester, Pa.

The following clubs have purchased Canadian War Certificates. Total valuation, $340.00.

Edmonton, Alberta, Canada
Moncton, N. B. Canada
Rossland Trail, B. C. Canada

Editorial Notes: The article by the Hon. Jan Masaryk is a digest of an address given before the American Academy of Political and Social Science, in Philadelphia.

....Of particular interest to women at this time is the article by Miss Mary Anderson, who recently talked on this subject to the members of the Group Action Council in New York. Vivian Kellems, spoken of in Miss Anderson's article, is a member of the Soroptimist Club of New York. (See Story in Saturday Evening Post of April 18th).

After Chaos Back to Political Science

by *Hon. Jan Masaryk,* Minister of Foreign Affairs and Vice Premier of Czechoslovakia.

I often wonder whether by referring to the present situation as chaos we are not trying to escape from our share of responsibility and to throw it on the things lying in the outside world. Whether we realize it or not, what goes on is indeed one of the most extraordinary periods of great transition in the history of man. A transition from one way of living to another. A transition that may have reached its climax in the present war, but one that may yet involve us in changes which we cannot or wish not to contemplate.

Whatever is coming to us we will have to face squarely and firmly. There are certain indications pointing out the general trend of things. One of them is the rapidly changing pattern of the materialistic world that affects us most intimately, namely, the revolution in the domain of inventions and technological processes. Printing press, gunpowder and compass were among the chief causes of the Renaissance. Astronomy brought us nearer to the understanding of the order of things within the endless universe, and strengthened our belief in the usefulness of the order and law among the peoples of this planet. Today aviation, modern long distance bombers, the microphone, the film and the production of synthetic raw materials, all resulting from the experiments of the laboratory, are offering equally powerful stimuli to the material revolution which is already influencing our ideas. The shortening of distances both in terms of time and space is one of the most conspicuous manifestations of this change.

Technical Advance Beyond Intellectual

On the side of the ideas the process of fermentation is equally imposing. Our mind is being taxed almost to the breaking point. The most heterogeneous and contradictory beliefs, doctrines and theories are claiming incessantly our attention. Rarely have the young people been asked to learn so much and to retain so little. The world of ideologies has approached a state of affairs which has appropriately been compared with the dance of jitterbugs. Think only of the number of isms we are supposed to know, classify and digest. Somehow the technical advance has stolen a march on our mental capacity. Somehow we have not been able to orderly arrange our intellectual processes, to compose ourselves mentally and intellectually, and to translate intellectually those processes into an orderly institutional life. The thing called the style has to a large extent disappeared from our spiritual realm. The things which we have known acquired a different scale of values and the present chaos will continue as long as we have not given them the proper valuation. This war, terrible as it is, will certainly accelerate this process of revaluation. Conceptions such as nationalism, sovereignty, the place of labor in society, the supremacy of the common good as contrasted with private gain, and many others have already been re-interpreted in the light of the most recent experience. The domain of thought will eventually be readjusted to the domain of mechanical revolution and both will serve as the foundation of a new institutional pattern of society. Thus good may eventually be wrought from evil if we are strong enough, as, no doubt, we can and should be, and do not permit the instruments of destruction to outsmart our capacity of resistance.

Faith in Cause of Freedom

Here let me say that I am far from accepting the negative attitude which like poison has been systematically injected in the democracies by the pseudo-scientific agents of the Nazi nihilism. I have seen too much of the other side of the medal to be a pessimist. Young Czech soldiers were coming to me in London after the fall of France, after having escaped from the Axis clutches and having covered thousands of perilous miles just to tell me that they wanted to fight. I guess that a degree of the romantic temper is almost necessary to explain some of the heroic displays in this war. Yet the people of the United Nations, the Chinese and the Russians, and all the others who are leagued in this all-important struggle, are not seeking military adventure to escape from life, or to give vent to their animal energy. On the contrary, they are moved to action by a very rational feeling which fills them with a faith in the sacredness of the cause of freedom. It is the feeling that without the will to victory, we would never be able to replace the weak institutions of the past with new stronger, healthier institutions of the future.

The instinct of survival is too deeply ingrained in human minds to perish. Already now while the disintegrating forces have probably reached the zenith, the forces of integration are at work. Realizing the blunder the democracies made by not preparing for defense when they lived at peace, or what some thought was peace, they see that they cannot afford the second mistake of not preparing for peace while they are at war.

Power with Morality

It is a hopeful sign that more healthy ideas are being put into the preparation of the peace than twenty years ago. It is agreed that the future peace will have to rest for a long time on power, military, economic, and the power of public opinion. The preponderance of power, of the democratic power, will have to exist so long as the forces of progressive nihilism persist. At the same time, it is understood that something more than power will also be needed. That international relations involve the interplay of two elements equally necessary in the long run if we are to create a more stable and orderly world. Power is one of them, morality is the other. The ultra-realists are apt to stress the power aspect. The super-idealists are prone to place their faith in morality alone. None of the two groups is likely to receive full satisfaction. Power without morality would be as ineffective as would morality be without law backed by power. Our own lagging behind the Axis in the military preparation should convince us once for all about the futility of relying on the morality of others while we are disarmed. On the other hand, the temporary preponderance of the Axis military power will not save it from the ultimate annihilation because of the utter hollowness of its aims as regards their ethical contents. The destruction of Czechoslovakia was not made any more moral by the fact that Hitler had the preponderance of power to do it with, nor that he signed a decree of its annexation to give the conquest the appearance of legality. The world we want to live in will have to be built both on power and morality.

Organized Internationalism

In that society of tomorrow there will be very few wants left which a people will be able to satisfy fully by relying on its own resources. This war has definitely killed the conception of national isolation. Not even the largest states and empires of the world are strong enough to defend themselves separately. Moreover, even the richest states cannot rely on their own material resources and need the resources of the others. World War 1 already revealed the interdependence of all nations. It is a sad commentary on postwar statesmanship that one more bloody conflict was necessary to disperse as futile the claim of unrestricted national sovereignty which refused to take into account the political necessities of our civilization. Security from foreign aggression, preparation for defense against the eventual evil doers, common diplomacy in peace and in wartime, a solid integration of world economy, the care of the millions of peoples placed by nature in areas which have not been able to support them because of limited development or because of the absence of the things the people need, these are some of the problems showing that the satisfaction and the minimum of comfort can only be achieved by associated or united action. The self-supporting national state, never a reality, has definitely become a thing of the past. There will be no return to either the eighteenth century, the year of 1918, 1938, or even to April 10, 1942, which was yesterday. The trend toward healthy and organized internationalism is bound to continue and most of our political thinking, whether critical or constructive, will have to be directed to that end. Naturally healthy, clean patriotism is a necessary prerequisite to real internationalism.

Federation Not New Idea

Man is not solely the creature of politics, however. Neither is he exclusively the economic man. He is not only the citizen of his state, and not only the manager of his household interested in increasing or preserving his property. History, which some people call rather inaccurately past politics, will have to interpret for us many more phases of social processes in the past, particularly those concerned with contacts between various national and other social groups. The history of my own people, for instance, would reveal some useful material on the idea of federation conceived already in the fifteenth century by King George Podebrad. We all look forward to seeing international law re-established in its own right. But respect for law will very much depend upon the availability of functioning institutions by means of which it can be brought into harmony with the social forces from which it receives its vitality. Law is the element of stability, but no straitjacket. Political science and all the other social sciences will be of ever growing importance to our own generation and to those who will come after us. They will provide us with fresh knowledge from the field of group life, and it will be the task of statesmanship to act on the basis of that knowledge. There must not be that lag between inquiry and action which is partly responsible for our present plague.

International Morality

There is one more item I want to refer to. I mean ethics — international ethics, national ethics, individual ethics. They all form part of universal ethics and cannot be compartmentalized. After all, the proper ordering of the moral life is the highest purpose of all human efforts. It is by living together and through continued intercourse that nations develop the sense of right or wrong. Internationally morality has become the Cinderella in diplomacy. Until it is given its due there is little chance of orderliness taking the place of anarchy. Tricks and cheating must disappear if we are worth saving.

Individual Morality

As I have mentioned earlier, the roots of the chaos go deeper than we find it convenient to admit. They touch upon the very subtle ground of individual conscience. They confront us with the primordial question of man's morality. As such they require a treatment that goes beyond the remedial measures of political, economic or jurisprudential character. After all, we have made some wonderful progress in the technical fields. We have introduced measures of public health, we are beginning to take care of the socially underprivileged, we have guaranteed certain equal political and, to some extent, economic rights. In many countries the standards of living have been raised to a commendable level and many social and economic evils have been removed. Yet these measures were not sufficient to solve the crisis. They have only scratched the surface. Whatever social improvements were made by the totalitarian countries they could hardly contribute to improve the general conditions of man, the conditions which in the last analysis supply the basis on which morality can draw. In Nazi Germany the value of man is measured by his capacity as slave. But the man of the twentieth century makes a poor slave everywhere. It is only after man has been raised from his present degradation, by his own efforts and by the efforts of the free fighting men, that morality will have a chance to provide the link between peoples. In the long run, no nation will be free unless freedom can be enjoyed by all and not only by a few.

Man's Relation to God

And this brings me to the concluding remark on religion. Morality borders on religion. The two are inextricably intertwined. The ultimate mission of a people is to constitute a link in the universal organization between the individual and the humanity as a whole. Out of the chaos man as human being must be redeemed and his true place in the eternal order re-established. In that order there is a perfectly clear and assured place for man in his relation to God. Not the tribal God whom Hitler invokes in his heathen talks as to an ally to hold up his sword and exterminate the wicked democracies. But the God of all mankind, the merciful, the just, before whom we lay our cause for divine guidance and assistance upon the inherent justice of that cause.

Women Workers in the War Efforts

by *Miss Mary Anderson*, **Director of Women's Bureau United States Department of Labor**

Policy for Training Women

As a prologue to the discussion of skills and jobs, a brief summary of the training situation for women may promote a better understanding of their whole position in the war scene. When in the summer of 1940 the Federal Government initiated a defense training program, many of us hoped that women would be extensively included as part of our preparedness efforts.

Officials connected with the training program were very polite in agreeing that women should be trained. Thousands of women tried to gain admittance to defense courses but with little success in most lines and in most localities. To stress the need and value of training women, the Women's Bureau held a conference in November 1940, which was attended by the representatives of various large women's organizations. But during 1941 very little happened in the way of training of women.

They were welcomed into defense training for sewing machine operators and nurses. Girls were given opportunities to take NYA courses in mechanical skills. But incredibly few women were allowed to derive the benefits of the defense vocational classes. Statistics are quite revealing. On November 30, 1941, after the defense vocational training had been conducted for a year and a half, just a week before the Pearl Harbor attack, a total of 1,700,000 persons had been enrolled in these courses. But of these trainees, only 1 per cent — a bare 17,000 — were women.

And yet, I believe that the efforts of the women's organizations cooperating with the Women's Bureau in regard to the need to train a woman force were not lost. We served as a pressure group, as an educational influence, that bore fruit as soon as war was declared. Almost immediately there was a turn in the tide for training women. Men both as officials and as manufacturers acknowledged the need. In short order new policies were set up by the Labor Division of the War production Board calling for the immediate extension to women of defense training on all levels, on a basis of equality with men — the selection of trainees to be guided by their qualifications.

With the Armed Forces

Nursing — Starting with the front lines of warfare—the combat troops, we are interested to discover in just what connections women are or may be utilized. It will not be necessary to linger on the service in which women are used most obviously and to considerable extent, namely nursing. You know that more nurses are needed for military forces. But I would like to call your attention to the great need for more nurses for civilian purposes — the need for more student nurses — the need for women to take training.

Technicians — On a similar basis is the Red Cross enrollment and reserve force of technicians for recruitment by the Army and Navy. This register includes chemical laboratory technicians, meat and dairy inspectors, occupational therapists, statistical clerks, and X-ray technicians. Because of the high standards of the Army and Navy only a little over 3,000 candidates had been accepted for possible service at the outbreak of war. Such technicians when employed by the Army and Navy may be used wherever military operations are carried on — in foreign service as well as in the United States.

Red Cross Social Workers — While on the subject of the Red Cross recruitment of women for war purposes I wish to mention its medical, social, and recreational workers who serve in military hospitals in this country and with our Army units, in foreign lands. These women may be sent to Iceland, Australia, the Fiji Islands or any place where American troops are found. They receive sealed orders and do not know of their destination until reaching the port of debarkation. The Red Cross at present has great need of such workers both at home and abroad. They are selected with great care, particularly those who go overseas. They range in age from 27 to 50. Another large group of Red Cross social workers are those engaged in home service activities as connected with the many Red Cross chapters. All the Red Cross social and recreational workers are expected to have the necessary training in accredited schools and considerable experience in addition.

Physicians — As physicians women as yet have been given no opportunity to serve with the military forces, though the association of women doctors have gone on record expressing their desire to have a share in actual war work. As the men physicians are drawn in increasing numbers into the military set-up, women will play a much more important role in meeting the medical needs of the civilian population.

Aviation — We might pause for only a moment on the part women will have in aviation in the war effort. Though claiming so many young men for combat flying, this type of activity is definitely closed to women. No longer are women permitted to enter the Government sponsored courses for training pilots. We know of one private firm that has employed women to ferry its training planes to the Army flying fields. You have probably read too of the few American women aviators who have flown to England to offer their services there as ferry pilots.

The chief opportunities for women in aeronautics during the war period will be as instructors in flying, and in ground mechanics at Army flying schools; and as staff members at commercial airports.

Already they are engaging in a variety of ground duties at the airports. At the end of 1941 there were 92 women as journeymen instructors. A woman is the manager at the municipal airport in Raleigh. With several of the commercial companies women are engaged as a reservation supervisor, a passenger service superintendent, a dispatch clerk, director of women's traffic division, as dietitians and stewardesses. Women with the necessary qualifications can work in the weather service and at making maps, etc.

Women's Army Auxiliary Corps — Women will be able to serve actually with the Army in many helpful ways, after the passage of the bill sponsored by Congressman Edith Nourse Rogers and calling for a Women's Army Auxiliary Corps. The House has already passed this bill and the Senate is expected to follow suit. The bill has the strong endorsement of the Secretary of War and the Chief of Staff of the Army, both of whom urge its immediate enactment.

The bill authorizes the President to establish the corps for non-fighting service with the Army, the total number of women permitted to enlist not to exceed 150,000. All supporting the bill agree that the women must be selected very carefully, after an investigation of their character and qualifications. The age limits are 21 to 45 years. Women with dependents will not be accepted. When the bill becomes a law the Secretary of War will issue the essential information and regulations.

Mrs Rogers in her discussion of the bill has enumerated a great variety of possible duties which the women could perform and thereby release men for combat. The War Department has indicated that it wants to use about 10,000 women immediately in the aircraft-warning service of the interceptor command, to replace the volunteers at present doing this job. Other possible assignments are: Clerks, machine operators, pharmacists, dietitians, hostesses, librarians, welfare workers, post exchange employees, plotters, tellers, and supervisors in information and filter centers.

The rank and file of women will be paid the same salaries as enlisted men. On the other hand the directors and assistant directors who will be trained in established schools by the Army, will receive $3,000 and $2400. respectively, with allowances. There would be one director and nine assistant directors to each Army Corps Area. There is no restriction as to where the corps members would be sent. Another important aim of this system is to allow men to remain in key jobs in munitions plants.

War Industries

In this war, of equal importance, with the soldiers on the battle lines, are the workers on the labor fronts. What skills of women are being utilized or can be used in the war industries — in the making of planes, tanks, ships, guns, ammunitions? Experience has proved that women in the present emergency can do practically everything except possibly very heavy jobs or those requiring long years of apprenticeship plus considerable experience.

Manipulative and Related Skills — The Women's Bureau has made occupational analyses of some of the key war industries and found many thousands of women working in the plants making ammunition for small arms and artillery. Many more women will be needed in such arsenals. At first, aircraft factories were employing women mainly in clerical work, but since last October there has been a definite policy to hire women for production lines, a policy given considerable impetus by the outbreak of the war. Now an occasional airplane assembly factory can point to about a thousand women or so in productive work, and we hear that each of several of the big bomber plants anticipates a force of around 15,000 women eventually.

Engineering-Scientific-Management Jobs — Then at least a few women with adequate qualifications can ascend to the higher rungs of the industrial ladder to laboratory and research work, to engineering, supervisory, or even managerial positions.

Acquiring Training

The question arises: How and where can women get the training for all these different types of work? In the defense vocational pre-employment courses women can secure instruction in both the manual and related skills mentioned. These may serve as an opening wedge into factory employment. But the ideal place to get training for most operations is in the plant itself. It is said that 90 percent of the workers need to be trained on the job. For the less skilled work a few weeks of plant training are usually sufficient.

Then there is the system known as Within-Industry-Training, that comes under the supervision of Channing Dooley of the Labor Division of the War Production Board. This type is for upgrading to higher skills or to supervisory work. It is a definite part of the defense training program started in the summer of 1940, and is now being carried on by over 2000 industrial concerns. At least a few women have derived the benefits of this system. A more recent development along in-plant instruction lines are the courses set up under the sponsorship of the Apprenticeship Training Section of the U. S. Department of Labor cooperating with Mr. Dooley, to which women are more readily admitted. These courses are the beginning and upgrading the apprenticeship, — are a long-term arrangement and have involved a very few women.

Business and professional women who have aptitude for mathematics and mechanics may be more interested in aiming at the higher jobs — the engineering, scientific and managerial. Of course this type of position is not easily achieved by women, but it is possible. In many colleges and universities defense courses along these lines are now being offered. The end of 1941 showed a total of almost 5000 women who had entered such courses in 124 higher educational institutions. To be permitted to take this training applicants need not be college students or candidates for an A. B. But only well qualified women should apply, women who have had considerable training in mathematics, chemistry, and physics.

Recently the dean of the Johns Hopkins School of Engineering listed occupations for which women might feasibly train as follows: Engineering-drafting, radio inspecting, weight computing, chemical analysis, analysis and testing of metals, aircraft engineering. Women with ambition to train along these lines might well take a job as a productive worker in a factory as an excellent preliminary step to give them the "feel of industry".

Illustrations can be cited of women who have reached real pinnacles in the industrial field. There is Mrs. Mabel McFarron, an electrical engineer, who is now production engineer in the Lockheed aircraft factory. Elizabeth Miller, a young woman still in her twenties, who holds a degree as an aviation engineer, is now at the Glenn L. Martin plant, analyzing airplane paints to test their durability in withstanding the elements. Her first job in the plant was a secretarial one, and she came to the attention of the management as an engineering specialist when she picked up a flaw in a set of specifications. You probably know of Viaian Kellems, president of her own company manufacturing cable grips, which have been used on two of our new battleships. Then there are Catherine Ferguson who tests alloys in the General Electric laboratories, and Dr. Hertha Freche, who is an X-ray metal specialist in a Pennsylvania aluminum company — and Jewel Williams who directs a corps of women helping build the instruments that guide Uncle Sam's airplanes and battleships. Other names of individual women could be mentioned. But to become one of these top-notchers requires a long hard grind, much ability, courage, and persistence.

In the Women's Bureau we are often asked what opportunity there is for women in personnel work in the defense plants. Of course there are some women so engaged, but as far as I can learn there is not yet any considerable demand from industry for women's services in such capacity.

Government Service

The Federal Government does offer some opportunity for women in the personnel field as well as in scientific pursuits. Arthur Fleming, Civil Service Commissioner, addressing the Conference of the Institute of Women's Professional Relations the other week, gave some interesting statistics. For example, there is need for about 65 women experts in chemistry, particularly if they have specialized in plastics, explosives, or rubber. There are openings for some women as scientific aides along a great variety of lines. The Civil Service Commission in the coming year could probably place around 650 women economists in varied fields, particularly if they have had training and experience in accounting, statistics, commodities and markets, foreign trade, price analyses, public utilities, industry studies, consumer and population problems or crop estimates. Specialists in some of these fields who have knowledge of one or more foreign languages have a good chance at Government jobs. Women who have specialized in psychology also may be able to secure Federal positions in connection with local draft boards, for example. Or women who have specialized along housing or recreational lines may find a niche in defense housing projects, or with the USO, doing very useful war work with the service men or industrial workers and their families.

Clerical Workers — I scarcely need to mention the great demand for clerical workers, both in Government service and private industries. Some women are taking on combination clerical and production duties in some war plants.

Communications — Women trained in the communications field are finding increasing opportunities in private and Government Service.

During war even more than peace times our telephone, telegraph, and radio constitute the nerve system of our whole economy. Communications operate at higher efficiency and carry heavier loads, and therefore need increased personnel. More women telephone operators are needed, and in the telephone industry, at least some qualified women may hope to secure professional and technical jobs as men are drafted for combat service. The Army Signal Corps recently requested 2000 technical telephone specialists. In the radio field women are gaining ground as broadcasters and technicians. Incidentally radio technician courses are being offered now at more than 60 colleges and universities, including Vassar.

Civil Service Commission — Women wanting to know about Government jobs should consult the Civil Service Commission, asking to be notified of examinations in their field. Those with special skills may ask to have their names placed on the Commissioner's Roster of Scientific and Specialized Personnel. For this it is not necessary to take an examination. Not only are the registrants on the roster referred to Government positions, but to employers in defense industries if they call on the Roster to supply experts in fields where shortages exist.

Cooperation with the Women's Bureau

There are many problems pertaining to women's participation, as part of the labor force, in our all-out war effort. The Women's Bureau is concerned with the adjustment of such difficulties and with the development of a well-coordinated program for the most effective use of women. But to achieve these objectives, the Bureau needs the cooperation of women's organizations such as yours.

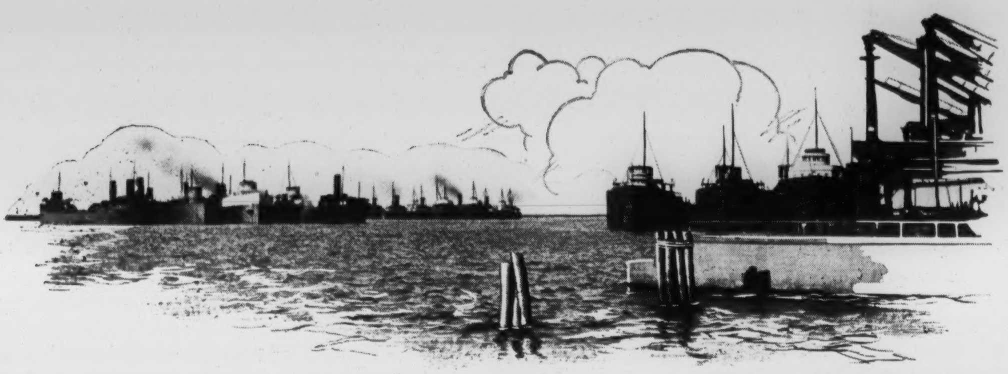
As you doubtless know we called a conference in January attended by representatives of large women's organizations including your own, concerned with promoting the interests of women workers — industrial, office, and professional — in relation to the war effort. As a result of the various committee discussions, a series of recommendations was drawn up. This information in mimeographed form is available to any of you.

Business and professional women's organizations can begin to accumulate data in their own fields for use in setting up job specifications with corresponding wage standards. In fact your organizations can help to decide the most desirable working conditions for all types of employed women in order to secure the maximum service and production without jeopardizing women's health and efficiency.

Then the question of living conditions of women workers of all types in areas with defense impacts is indeed a challenging one to which I strongly recommend you give your attention.

Another important activity for women's groups in local communities is to see that the public employment service is set up so as to meet fully the needs of the women applicants, with necessary expansion of these services to include women interviewers who understand the possibilities of women as part of the labor force. Effort should be made to have the employment offices extended in such ways as to give much better service to professional women in matters of vocational guidance and placement, than in the past.

* See Editor's Note



Cleveland's bustling harbor with its big lake freighters, gigantic ore docks and coal loaders, is ever-fascinating as a spectacle to visitors. These great vessels bring to Cleveland the iron ore which is the food for its great iron and steel industries and at the same time bring with them the romance and glamour which always follows the ships which sail deep water. A trip along Cleveland's industrial waterfront is an education in the vital art of steel-making

Courtesy of Cleveland Convention and Visitors' Bureau

WELCOME SOROPTIMISTS

Only one more month and many of you will be starting for the biennial convention. The members of the Cleveland Club are eagerly and anxiously looking forward to greeting all of you and assure you a very cordial welcome.

The activities and plans of the various committees are centered on giving you days filled with interesting meetings, surprising diversions, and unique entertainment. These war days are serious for us all but we do need diversion from everyday affairs to give us courage to face what may be ahead.

Soroptimists from every club in the midwestern region are urging you to take your vacation in June and come to Cleveland. We will do everything in our power to give you a grand week. Reservations are coming in from many parts of this country and from Canada.

Get some timetables and see how easily you can reach Cleveland!

Rachel Stoddard Ruff, President
SOROPTIMIST CLUB OF CLEVELAND

THE LIBRARY SHELF

by DOROTHY E. COOK

In Lighter Vein

Or we might call these books "escape reading" if it were not that they are also highly factual and informative. At least this month's choice of books leaves out those books which are even remotely concerned with this war. May each of you be able to find time to read at least one and feel refreshed both in mind and body because of their relaxing influence.

Beebe, William
BOOK OF BAYS — Harcourt $3.50.

The description of a trip on the yacht "Zaca" in the bays of Central American coast from Lower California well down toward Panama. It is a fascinating tale and "whether Dr. Beebe was ashore, in the mountains and jungles, or locomoting on his breastbone around tidal pools, or making one of those descents in the bathysphere . . . he manages to persuade us that nothing is so interesting or so worth the doing as whatever he happens to be doing at the time."

Saturday review of literature

Skinner, Cornelia Otis.
SOAP BEHIND THE EARS. — Dodd $2.

A collection of Miss Skinner's humourous sketches which is a sure cure for "jitters" or "blues." Some of them you may have read in the "New Yorker" but will enjoy re-reading. The subjects Miss Skinner takes up are defense hysteria on Long Island, the difficulty of getting tea in any hotel, the summer theatre, what not to say to a visiting celebrity, beauty parlors, etc.

Wilkins, William Vaughan
SEVEN TEMPEST. — Macmillan $2.75.

A longish (458) pages) historical novel dealing with the time when Leopold I of Belgium and Ernest of Hanover were pursuing their schemes to provide Queen Victoria a husband. The story is chiefly concerned with the Coburg duchess, Anna Louise and Seven Tempest, a robust and sophisticated hero deliberately trained to escape sentiment. There is plenty of adventure and romance and thrills to make you forget this work-a-day world.

Merrick, Elliott.
NORTHERN NURSE. — Scribner $2.75.

The story of Kay Austen Merrick and her experiences as a nurse and only medical authority during a long winter in the Labrador. It is told in the first person and makes a vivid narrative with laughter, adventure and the love of life.

Rawling, Marjorie Kinnan.
CROSS CREEK — Scribner $2.50.

The author's reminiscences of a dozen years on an orange grove at Cross Creek, Florida. It is and "unhurried, humorous account of how she discovered and took possession of a new U. S. literary landscape (Florida), a new literary folk (the Florida backwoods people) and the Cracker idiom whose Shakespearean and Chaucerian turns struck her sensitive ear, when she first heard them, like a blow."

(Time Magazine)

Runbeck, Margaret Lee.
OUR MISS BOO. — Appleton-Century $2.

The story of a little girl four years old. Recounts the unfolding of her character and the charm by which she captures the neighborhood. As the New York Times says: "The book is a pleasantly sentimental tribute to a little girl which should please all admirers of little girls in general or in very special and individual cases."

OUTLINE HISTORY OF THE NEW ENGLAND REGION

The fall of 1938 brought a hurricane and a Soroptimist Club to New England. A charter was presented to the Hartford Club by Sophie MacIntyre, the director of the North Atlantic Region, on October 19th. The following May, Boston was chartered. Alice Gunn, their first president, worked like a real trouper to get this club organized. Worcester came into our fold in 1940 and the day after their charter dinner our New England Region was organized.

At Salt Lake City we promised great things from our region. We could see no reason why the region could not double or triple itself, but we were very much mistaken. The government had a great many defense projects in this area and everyone was taking on added responsibilities because of the increasing shortage of men. We saw no chance for enlarging our region this biennium so we decided to strengthen the clubs we already had.

Hartford was hostess to our first conference and President Jean Bennett was our guest of honor. We were blessed with a large number of Soroptimists from North Atlantic. Vice President Celia McCann came up on crutches — she had given her word before the accident and a little thing like crutches could not keep her away. Need we tell you what this did for Soroptimist morale?

In the Spring of 1941, New England joined North Atlantic in New York City for a conference. We met a great many new Soroptimists, learned what other Soroptimists were doing and made new friendships.

In June we had an informal dinner near Worcester, our three clubs meeting for an evening of fun. We really had lots of time to sing songs and visit with one another. Kay Steele of Worcester had just returned from Caracas and we were very happy to have her with us again. Worcester was so delighted that they bestowed the honor of the presidency upon her in 1942.

Boston was hostess to our fall conference in 1941 and Martha Servis who had formed all three New England clubs was our guest of honor. Boston sponsored a Friendship Dinner that was held the night preceding the conference. All the Women's Service Clubs around Boston participated. The three speakers of the evening were stimulating and left us with plenty to think about.

Worcester will be our hostess at the Spring conference and from all reports we should have a very interesting meeting. We will have been entertained by the three clubs and feel that each club has definitely taken an active interest in the region and in our Federation.

Boston has accomplished a great deal in the past two years. They instigated the formation of the Women's Job Council by the Women's Service Clubs. Their members have taken active part in defense work and they were the first Soroptimists to receive First Aid Certificates as a group in our region. Some of these girls learned to write braille and work two nights a week writing books for the blind. They collect everything that anyone throws away and find some use for these things. Incidentally Boston was doing this long before we entered the war. At the fall conference they reported they had 9 new members. Marion Drake is their new president and a real worker. Marion has been serving as Secretary of our Region and she was chairman of the Friendship Dinner. There is no job that is too difficult for her.

Worcester found their Natural History Museum was in need of funds and they have given generously to this cause. This Museum is working for the preservation of our old New England heirlooms. These girls have been delighted with Soroptimism and they have added several new members to their fold. They have made many contributions to their community and are gradually finding more ways in which they can serve.

Hartford has over 30 members in their club. During their first year they put across the first Friendship Dinner ever held in Hartford. The other Service Clubs cooperated splendidly and each year since then a different club has acted as hostess. Many small contributions of time and money have been made each year. The club has a goodly sum of money that was set aside for the Evacuation Fund. They have had many joint meetings with the other Service Clubs. Oh, yes — New England girls find it difficult to drop the title Miss or Mrs. but once they do, you have found a life long friend.

We are looking forward to seeing you at Convention in Cleveland and we hope that New England, the perfect vacation land will lure many of you this way after the Convention.

VENTURE CLUB CORNER

NEW YORK

All of you clubs have undoubtedly received a letter from these Venturists — they are really doing their share! They are on the U. S. O. list of recommended entertainment for the boys. Congratulations on your splendid work girls.

SEATTLE, WASH.

Officers for 1942

President: - Lucile Calif
First Vice President: - Marjorie Lamprey
Second Vice President: - Ella Weicher
Secretary: - Jean Robinson
Treasurer: - Frances Morrissey

The club sponsored a Bingo Party at the home of Billie Deen and the treasury was richer by about $33.00. "Dime Drawings" held at several of the meetings have added to their funds.

For the past few months they have been "up to their ears" doing Red Cross Sewing and Knitting, also taking a First Aid Course — and just to fill in their spare time eight Venturists belong to the Business Women's Bowling League.

Hoping to see all of you in Cleveland!

Lilian M. Phillips, 67 So. Woodlawn Ave.
Aldan, Pa., Clifton Heights P. O.

Meeting of Presidents and Representatives of Service Organizatons Pittsburgh, Pennsylvania, February 22, 1942

Seated left to right: Charles Unruh, Kinsale, Virginia--President, Ruritan National; Dr. Nina Fay Calhoun, Dallas, Texas—President, International Association of Altrusa Clubs, Inc.; Earl Waring Dunn, Grand Rapids, Michigan—President, Round Table International; Mrs. May Moyers McElroy, Washington, D. C. —President, Zonta International; C. M. Dozier, Richmond, Virginia—Vice-President, Civitan International; Charles S. Donley, Pittsburgh, Pennsylvania—President, Kiwanis International; Nicholas F. Nolan, Dayton, Ohio —Past President, Optimist International; Mrs. Etha G. Hall, Greensboro, North Carolina—President, Pilot Club International; Tom J. Davis, Butte, Montana—President, Rotary International; Miss Effie Loudermilk, Bluefield, West Virginia—President, Quota Club International, Inc.; Mrs. Jean Bennett, Washington, D. C.—President, American Federation of Soroptimist Clubs.

Federation Nominating Committee

Chairman: Marilyn M. Lewis, 812 W. 25th Ave., Spokane, Wash.

Eastern Canada—Mrs. Mary Walker, RD No. 2, London, Ont., Can.

The Maritimes—Miss Ruth C. Wilson, Moncton Hospital, Moncton, N. B.

Midwestern—Miss Ina Bowman, 1004 Miami Savings Bldg., Dayton, Ohio.

New England—Mrs. Alice T. Gunn, John Hancock Life Ins. Co., No. 1 Federal St., Boston, Mass.

North Atlantic—Mrs. Hazel B. Hackett, 2117 Marlon Rd., Merchantville, N. J.

North Central—Miss Mary McGee, 1118 Jennings Street, Sioux City, Iowa.

Northwestern—Miss Mabel Workman, 831 S. W. Vista Ave., Portland, Ore.

Rocky Mountain—Mrs. Mary A. Edgeworth, 44 S. State St., Salt Lake City, Utah.

South Atlantic—Miss Cecelia N. Eareckson, 411 N. Charles St., Baltimore, Md.

South Central—Miss Genevieve Turk, Hyde Park Hotel, Kansas City, Mo.

Southwestern—Elsie Childwachter, D. D. S., 6900 Seville Ave., Huntington Park, Calif.

Western Canada—Miss Lettice Pearson, 577 17th Ave., Calgary, Canada.

A Last Minute "Must"

Sandusky and Ottawa counties welcome you to the western gateway of Lake Erie's vacationland on your way to the convention this summer.

Fremont, the leading cutlery center of the world since the Warld War I. The site of the battle of Fort Stephenson in 1812.

The home of the late President Hayes of United States. It is situated on the Harrison Trail in the Black Swamp region.

Twelve Soroptimists extend a welcome hand to all Soroptimists driving from the west as Routes 6 and 20 merge in Fremont enroute to Cleveland.

Five Soroptimists in Oak Harbor and Port Clinton welcome you if your choice is Route 2 along the lake in the heart of the fruit belt and the scene of Commodore Perry's victory at Put-in-Bay in 1812.

Our heart and hand is out to you enroute to the Soroptimist Convention to be remembered.

HOME DEMONSTRATION WORK IN A RURAL COMMUNITY

by *Adeline M. Hoffman,*
Charter President, Westminster Club

EDITOR'S NOTE: Yes, you guessed correctly, the lady who lectures, teaches and demonstrates better family living to more than 1000 persons in Carroll County, Maryland, likes to do things, herself, in her leisure time working in textiles, wood, metals, pottery, etc., and collecting examples of craftsmanship, also. A most vital person, Adeline Hoffman lives each day as a challenge, expressed in her favorite quotation, from David Starr Jordan: "Today is your day and mine . . . the only day we have, the day in which we play our part. What our part may signify in the great whole, we may not understand; but we are here to play it, and now is our time. This we know: it is a part of action, not of whining. It is a part of love, not cynicism. It is for us to express love in terms of human helpfulness." In her letter accompanying her article, she writes: "It would be a lot easier to tell the story in 5,000 words instead of 500 because then I could write about getting stuck in the mud on a country road late at night, having to walk to the nearest farm house, and having my car pulled out by mules or the tractor in the morning, and I could tell you about all the little 4-H Club girls who win prizes at the State Fair and maybe a trip to Chicago and all the women who discover that with a little bit of training they can really stand on their feet and conduct a meeting and about how their husbands and children discover all the new poise and self assurance that mama has developed since she joined that Homemakers Club, to say nothing of all the new recipes she has sprung on them. But I have tried to tell you what Home Demonstration Work is all about in brief form. . . . . "

Office hours in the morning till 10:00 followed by a training meeting for Club Leaders, feeding and weighing the white rats, a Nutrition demonstration for a Homemakers Club in the afternoon, a visit with a 4-H club girl on the way home, to help her with her clothing project, a few more telephone contacts and a talk on "Victory Gardens" for a Parent Teacher Association in the evening—makes up a typical day's schedule.

There is a lot of variety in Home Demonstration Work and an opportunity to work closely with a large number of people, especially rural women and girls, and to deal with real life situations. Home Demonstration Work is essentially Home Economics teaching to groups of rural women and girls organized as informal community groups known as Homemakers Clubs and 4-H Clubs which meet monthly, usually at homes of members. In Carroll County, there are over 1,000 women and girls in these groups and they are very eager to keep up to date in home-making practices.

All efforts in Home Demonstration Work are directed toward the main theme or objective which is "Better Family Living." The subject matter used in Home Demonstration Work is based on the needs and interests of the people concerned and includes foods and nutrition, clothing, home management, home furnishing, gardening, art, music and literature appreciation as they all contribute to "Better Family Living."

Adeline M. Hoffman

One interesting thing about Extension work is that it never gets monotonous. Each one of the 22 Homemakers Clubs and 17 4-H Clubs is different, each community in the County is different and the activities involved in the administration of the work are perfectly endless. There are Homemakers Club meetings, 4-H Club meetings, County Board meetings, Annual County meetings, leadership training meetings, various community exhibits, 4-H Club Camps, Achievement Days, project tours, educational tours, home visits and other activities which help pile up 1,000 travel miles monthly.

Teaching people to do things, to make things, to improve themselves and very often to discover themselves is most gratifying. For example, thru learning to make hooked rugs some women have learned to appreciate and enjoy good design, good color and excellent workmanship not only in rugs but many other things about their homes, so their world has become larger, they themselves have grown and have achieved a degree of "Better Family Living."

All Government Agencies are operating in "war time gear" so Home Demonstration Work is in "war time gear" too and the big project of the moment is Victory Gardens, Nutrition teaching and, in clothing, it is "war time wardrobes."

Since February my secretary tells me I have given forty-eight Nutrition talks and have distributed 2,482 pieces of literature on Nutrition. A novel way of teaching Nutrition which I am using now is a demonstration on the effect of diet on health based on the feeding of two white rats. One rat has an adequate diet and the other a diet deficient in Vitamin A and B. This evidence is very convincing to children in 4-H Clubs and school groups and many adults too learn a lesson thru this means when the written word and spoken word fails.

CLUB SINGING

by *Mayme V. Matthay*, Chairman, Acquaintance Committee, and Past First Vice President, American Federation of Soroptimist Clubs.

Singing is undoubtedly the best recreation in the world. Back in the sixteenth century the great madrigal composer William Byrd said, "The exercise of singing is delightful to nature and good to preserve the health of man. It doth strengthen all parts of the breast and doth open the pipes."

Probably no other desire for emotional expression is more deeply seated in human nature than the desire to sing, especially under certain conditions. No other single agency tends to establish so effectively a general atmosphere of good-fellowship in Club meetings as group singing. For that reason, group singing should be one of the most vital factors of Soroptimist Club programs. It unites the members into a strong Club: it secures general participation in the Club's activities. Singing Clubs are lively Clubs.

The value of Club singing was expressed by a Service Club president at a luncheon meeting some time ago. She said that she considered Club singing one of the most important and valuable features of the program activities because it tends to unite the group into a strong and unified Club, and because it spreads good-fellowship by putting each member who sings into a happier and more altruistic mood. Club singing tends to break down personal differences.

The value of group singing as a means of leveling differences, securing participation and good fellowship, raising ideals and stirring men to action was well illustrated during the first World War, and is still too vivid in our memories to need elaboration or justification here.

The first Club singing I remember was within a small Club of thirty members and although this experience was more than ten years ago, it is still a joy to hear in memory the sweet concord from thirty women who had more desire than ability to sing. But it was concord nevertheless. As I recall, every one of the thirty tried to sing, and enjoyed her own efforts. They sang lustily and the Club prospered.

Some Clubs sing each week and some Clubs sing for a time and then the singing seems to die out. I believe that the chief reason Club members continue to sing is because the one in charge makes sufficient preparation for this part of each week's program.

To hold the interest of a group, the singing has to have variety without having too many new songs; plenty of local color in parodies, a liberal sprinkling of the better grade of songs and good accompaniments, if any.

I entreat you to have singing in your Club, even if you have to pay an outsider to lead it. But get one that will put it over. This takes time and energy but the reward will be great indeed.

Be sure to have a good accompanist if you use a piano. If you do not have such a member, adopt one. Get a copy of every piece of music to be sung. Fake accompaniments give fake singing.

See that the singing is not shunted off to an unfavorable place on the program. That ruins more singing than anything else. If Club singing has any value at all, it is valuable enough to give it program time. The amount of time is unimportant, but the place on the program is vital.

Don't expect your leader to lead singing as some one else has done it. Each leader has her own style and personality. Help her develop what she has. Constructive criticism is invaluable, but unfavorable comparisons mean death to the singing.

If you start, don't stop because some one knocks the singing. Remember, it takes a little opposition to make anything go. And if you persevere, you will find that singing is a very valuable way to carry the spirit of Soroptimism into the heart of every member. A singing Soroptimist is a loyal and active Soroptimist.

Smiles

We're 100% for a lot of good, constructive smiling. Particularly inward smiling. A smile that dwells within is the kind of a smile that keeps individuals at their task with a courage born of optimism. As has been said, many years ago, both hell and the kingdom of Heaven exist within us. Obviously a little of both exist in all of us — but to stress the uplifting qualities which we must make predominate, smiling (inwardly and outwardly) can be of great value. The well known lack of a sense of humor among our enemies may have certain advantages, but in the long run, we feel pretty certain that their very grimness will be their own destruction.

Let's go about the serious business of winning this war — but let's keep smiling!

—From St. Louis Club Bulletin

* * *

Courtesy of Cleveland Convention and Visitors' Bureau

Typical scene of many beautiful drives throughout the suburban areas of Cleveland.

CONVENTION DATA

(A Summary)

Convention Headquarters:
Cleveland Hotel, Cleveland, Ohio. Make your reservations direct . . . **now.**

Your Hostess: Midwestern Region

Akron, Ohio
Birmingham, Mich.
Chicago, Ill.
Cleveland, Ohio
Canton, Ohio
Dayton, Ohio
Detroit, Mich.
Erie, Pa.
Fremont, Ohio
Lima, Ohio
Mansfield, Ohio
Newark, Ohio
Royal Oak, Mich.
Tipp City, Ohio
Van Wert, Ohio
Zanesville, Ohio

Convention Chairman:
Vanessa D. Griffin, Director of Midwestern Region, 1380 Gladys Ave., Lakewood, Ohio.

Streamlining Plans
These were carefully outlined on page 15 of the February AMERICAN SOROPTIMIST, and have been elaborated in Convention Bulletins.

Registration and Entertainment Fee (Delegates)
To facilitate registration and to allow some advance preparation **clubs are asked to send** registration and entertainment fee of $13.50 **for each delegate—with** the credential cards included in The Call to Convention.

These checks must be drawn to **Soroptimist Convention Fund** (for deposit in special account in Cleveland Trust Company).

Members Registering for Convention (Other than delegates)
A special registration blank has been sent with The Call to Convention.

A word about Advance Registrations
Everyone will realize that there is a greater need than ever before to secure approximately accurate information in advance. Hotels must work on a closer basis, and so must all the committees preparing plans and programs. **Help us to help you** to enjoy a streamlined convention.

Reports
Regional Directors and Committee Chairmen must file the **statistical portion** of their reports at Headquarters Office by May 23rd—in order to allow time for printing these for distribution at the convention.

Every club can help by replying promptly to questionaires and to correspondence from Committee Chairmen.

Regional Directors and Committee Chairman will present their recommendations and evaluation of their experiences at the convention in the usual way.

Note: The latter must be prepared **in quadruplicate** for use of Federation Secretary, stenotypist, editor, etc.

Budget Report
One-year revision report of the Budget Committee was mailed all clubs late in 1941; an 18 months comparison report was mailed in March 1942. Proposed 1942-1944 budget will be enclosed in The Call to Convention, together with a summary of data from the Treasurer's 21 months report for period ending March 31, 1942.

Any member, any club, any officer or committee member may write (in fact is urged to do so) the Budget Chairman for additional information. If you ask your questions **early** it will be possible to prepare an orderly summary for distribution at convention.

International Session
The convention we "dreamed about" when we met in Atlantic City in 1938 must be postponed . . . and we cannot tell, now, when Soroptimist International will meet in London for that postponed convention BUT WE DO KNOW THAT **July 4th** has been chosen by the British Federation as date for a Conference in London. **Reconstruction through Group Action** will be the topic of that conference.

At our own Biennial we have set aside one session for observance of the International aspects of our organization, and for discussion of the same subjects.

American Council of Venture Clubs
Venture Club Conference will be held at Hotel Cleveland beginning with their Board meeting Saturday, June 20th, and continuing through two business days, June 21st and 22nd. Soroptimists are urged to plan to attend installation dinner of the Venture Council Monday, June 22nd (reservation $2.50).

It is Important
Delegates should feel an extra responsibility, this year, to study all the reports and data in The Call to Convention; to discuss them with well informed Soroptimists, and to write any chairman or to Headquarters office asking questions **now** about anything in the Call which is not clear.

We will be delighted to clarify anything and everything, and know a great deal could be done to aid our effort to streamline the convention if delegates would write **now** for additional information.

The Call to Convention
Included in the Call were the following: Official Call by Federation Secretary outlining special instructions; copy of Procedure for Presenting Resolutions to Convention; budget report; Reports of Standard Club, Regional and Federation Constitution and By Laws Committees; Report of Nominating Committee; special summary of facts and figures from 21 months report of treasurer; 8 credential cards; registration blank for members.

Several Chairmen requested data from clubs by May 10th and 15th respectively. For easy reference we give you names and addresses of these chairmen:

Budget — Mrs. Gertrude E. Rector, 58 S. High St., Akron, O.

Classification — Mrs. Pearle W. Sharpe, 2939 Wilson Boulevard, Arlington, Va.

Constitution and By Laws — **Federation** — Mrs. Gertrude Huitt, 1105 Spivey Bldg., East St. Louis, Ill.

(Continued on Page 14)

CREATIVE WRITING IN THE ELEMENTARY SCHOOL

***Caroline K. Barron*, Charter Member, Minneapolis Club and Principal, Kenwood School.**

I wonder if there is any living adult who has not at some time entertained his friends with the sayings of some young child? Or if there ever was a child whose verbal ingenuities failed to provide at least one anecdote for doting relatives? I hope not. The speech of young children is seldom common-place. Life is too new, experiences too absorbing for expression to be anything but vivid and unique. Somewhere in the process of becoming members of the group, most children shed their individualness of expression and conform to the group pattern. Imitation and the human need for social approval are strong—and valuable—instincts to use in welding a homogenous society, but individual qualities of social significance are frequently lost on the process.

From originality to banality might summarize the language experience of the avarage person in his progress from childhood to maturity. In the elementary school, the problem is to conserve the originality which many young children possess, not in order to produce more writers, but to develop happier, richer, less common-place adults. Fostering creative power in whatever form it may manifest itself is the aim of the creative teacher, and language is simply one of the modes of its expression.

The opportunities for creative expression in the field of language are numerous. Dramatization, in which children provide their own dialogue is good at every stage of development. Impromptu lines are far better for little children than memorized lines and make for better acting. Older children frequently memorize the lines which they themselves have written after choosing the best ones. I have seen plays based on such historical themes as the reign of Pericles, or the life of a modern figure, as well as delightfully whimsical fairy plays, in which not one line of dialogue was taken from a book.

The wealth of first-hand experience planned for the modern school child is another valuable aid to creative expression. Children take trips to all kinds of places these days and come back to school with new and vivid impressions. Science also makes its contribution. The elementary school child learns to observe and understand something about weather, stars, plants, animals, machinery—all the phases of his environment and so builds a habit of observing. An inquiring mind plus the habit of "seeing things" plus an understanding of what one sees are necessary equipment for any kind of expression.

But inquiring mind, habit of observation, and understanding, valuable as they are, will not produce creative expression unless they are accompanied by **feeling.** It is the individual's inner response to an experience which provides that peculiar quality known as art, and which can sometimes be captured in verse or prose. That is the quality, active in many, latent in all of us, which it is important to develop for the satisfaction of the individual and, it may be, for the pleasure and the inspiration of the group. The nineteen year old flier killed in action who wrote:

"Oh, I have slipped the surly bonds of earth,
And danced the skies on laughter-silvered wings;"

richly experienced the joy of that inner response, which for him illumined the great mystery of life. We shall not be able to develop such articulateness in many, but we can, if we strive, teach all children to respect their own **feeling** for experience so that life will always be as new and fascinating as it was in the beginning, whether its end come at nineteen or ninety.

"And We Have Come Into Our Heritage—"

HELEN A. AMEISON,
Charter President and Honorary Member,
Camden Club.

Convention Data

(Continued from Page 13)

Regional — Miss Vera Ludden, 1212 Pierce St., Sioux City, Iowa.

Standard Club — Judge Reva Beck Bonsone, Public Safety Bldg., Salt Lake City, Utah.

Approved by Board of Directors

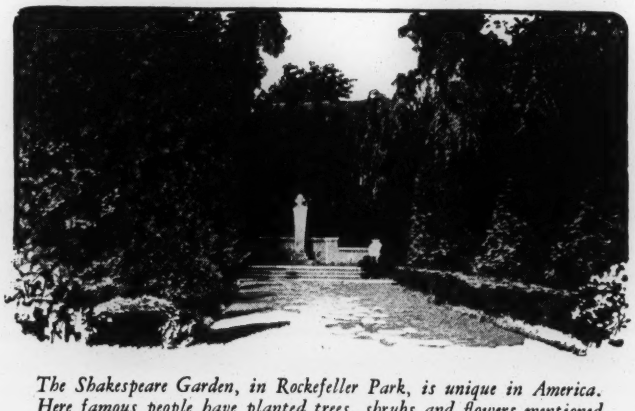
Usual stenotypist report of entire convention will be made but subsequent **printing** in Minutes will cover only **reports** and **action.** Discussion will not be printed in Minutes **except** in cases where a special motion requesting printing is approved by the convention body.

Reveille

Yes, you're in the Army . . . you gotta get up, you gotta get up . . . . for morning sessions begin at 8.30 A. M. (assembly at 8.20).

WHY? Because we're giving you half a day for a glorious Boat trip, and half a day special International Session, but have not increased the number of Convention days.

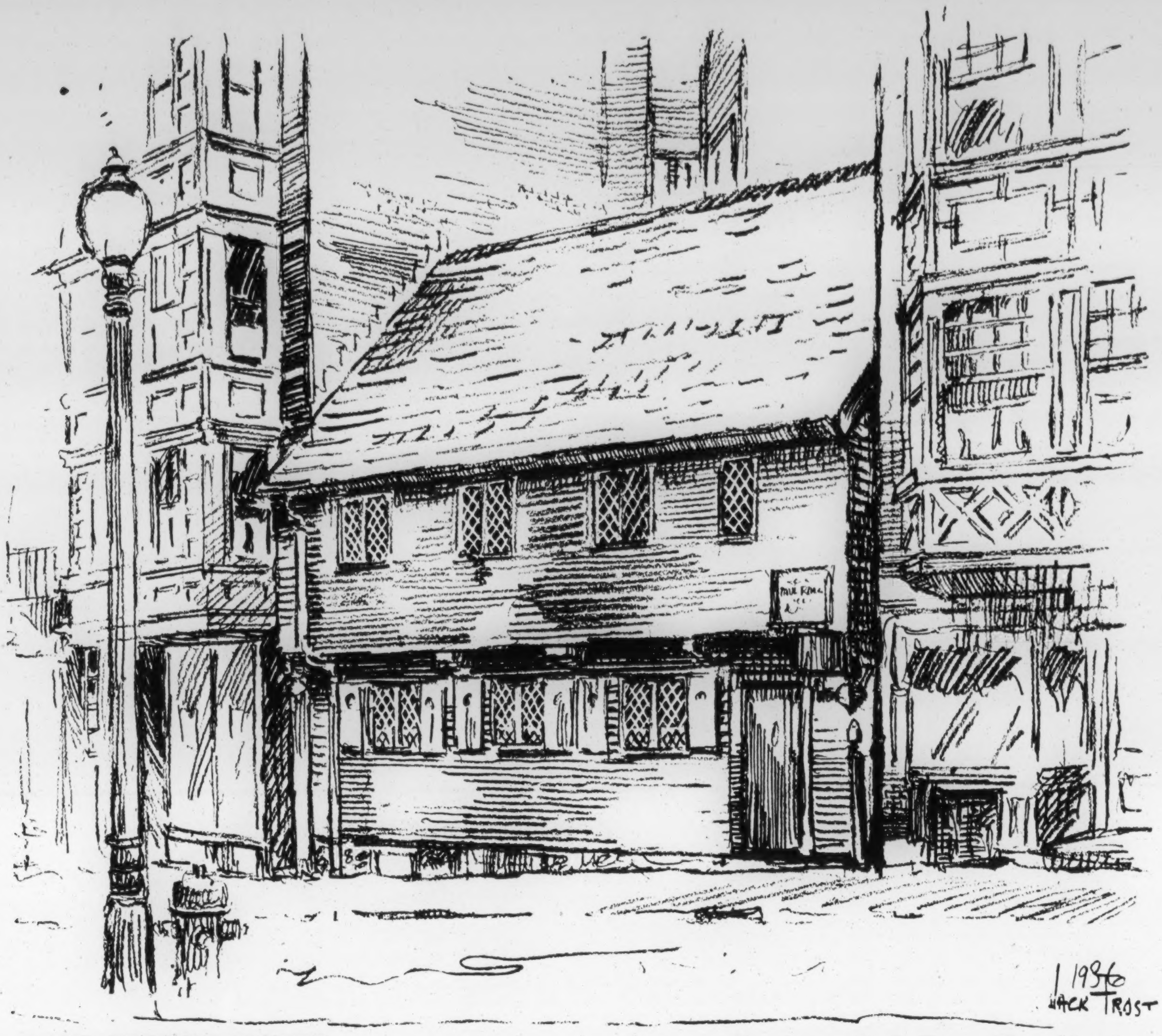
SEE YOU IN CLEVELAND



The Shakespeare Garden, in Rockefeller Park, is unique in America. Here famous people have planted trees, shrubs and flowers mentioned by the bard of Avon in his dramas and poems. A series of twenty similar gardens will honor national heroes of as many countries

A Beauty Spot In Cleveland

Courtesy of Cleveland Convention and Visitors' Bureau



PAUL REVERE HOUSE *Courtesy, Jack Frost Sketchbook.*

SOROPTIMIST REPORTER

BOSTON

One of our major projects has been our cooperation with other service clubs of the city in the organization of Women's Job Council, Inc. The Council met once a week, had speakers, held clinics and instructed the women over 40 who once held executive positions and were now out of work. During the time that we were vitally active, 196 women were placed. This year, because of change of outlook, and a lessening of the need, we no longer give financial support to the group, but our members are still on the Board of Directors in an advisory capacity.

Of course the war has made a great deal of difference in our activities, and every one of our members is doing something in the line of Civilian Defense.

A First Aid Course, given under the auspices of the Red Cross is now behind us. It was taught to us by Marie Alkon, Dentist, who liked us as well as we liked her—so now she belongs to us. For the Red Cross too, we all knit, and so far have made three afghans, and individually the members have made innumerable socks, sweaters, etc. Two members have given blood to the Red Cross Blood Bank—and more are to follow.

(See article on the New England Region in this issue for other war work of club, etc.)

Only last week, we did the easiest thing we ever did for our country, and the most gratifying. We were hostesses to about 400 soldiers and sailors at the United Service Organization Recreation Center. And if you don't think those boys enjoyed being fed, pampered and spoiled a little, you miss your guess. The Club has donated gay trays and cups to the Center which have helped a little in creating a homey atmosphere.

And there have been other little things too—contributing to the Red Cross and the Community Fund and the Salvation Army; at Crhistmas time we gave books to the WEEI book drive and have contributed to the Victory Book Drive, and, in cooperation with the other Boston Service Clubs, we took part in a Blind Sale and made $45.00 for them. We gave a flag to the Salvation Army which is to be dedicated on April 19; we collect stamps, some of which are sent to make up collections and others are sent to New York where they undergo a chewing up process and are made into light paper-mache casts used in hospitals; we save tinfoil and save pencils by the hundreds. These are sent to the children of the Kentucky mountains, and you really must read the letters of appreciation to understand how a little means so much to them; and we do think of shut-ins and send cards and if a member hears of a person or family in need, we can always manage some clothes.

We're selfish, though, we have a social meeting every month, in which we plan something pleasant to do—but believe it or not—it always ends by us cooking up something to do next time that might be of help to others.

If this seems a little like bragging, forgive it, because it is only because we are proud to do the things expected of us as Soroptimists and Americans.

BRONX

February was Defense Month, with appropriate speakers from various organizations.

1. The Traveler's Aid Society sent a representative to tell us of the work which they are doing under the U.S.O. in aiding the soldiers and their families in New York City. We found her talk most inspiring and several of the members planned to volunteer help in manning their information booths. One of our members has already qualified and has been accepted to meet the troop transports.

2. The Women's Division of the New York Salvage Committee, which is organized under the Office of Production of Management, sent a speaker who told us of the plans of this committee for salvaging tin, paper, etc. Some of our members report that they are co-operating with this committee, are saving things as suggested, and have contacted superintendents of apartment houses in which they live to be sure that waste material is taken care of as desired by the government.

3. The Speaker's Bureau of the Defense Saving Staff of the Treasury Department sent us a speaker who outlined the different forms of bonds and stamps and the different ways in which we might cooperate. Questions of the members of the club were answered by him and several found the form of bond in which they wished to invest. We were happy to tell him that the Bronx Club had already bought a $100 bond.

4. Major Mildred B. Smith, from the New York Soroptimist Club, gave us a vital and interesting talk on the work which the Salvation Army is doing in cooperation with the U.S.O.

5. Last but not least our own member, Ruth O'Beirne outlined the ten weeks course which she is giving on Recreation Group Leadership, under the auspices of the American Women's Voluntary Services. One of the members of our club is planning one of these lectures and the daughter of another member is planning another one. One of the members is cooperating in taking the attendance at each of the lectures.

At the close of the meeting, it was announced that arrangements had been made with the American Red Cross for our club as a unit to donate blood for our soldiers.

HARRISBURG

We have been very busy campaigning for new members and so far have added eight to our club. However, we regret the loss of Elizabeth Heldt, our secretary, who has gone to New York to be with General Foods.

We have had two outstanding Speakers from our own group. Our Ruth Koons delighted us with a talk on Williamsburg, where she spent a week in study. Her description is very realistic and she illustrated her talk with many charming books and pictures.

Elma Hildebrand, our Florist, gave a talk on "How to Arrange Flowers," fixing beautiful center pieces which were chanced off, and also corsages for each one present. She had a profusion of flowers with her and the girls were delighted to take bunches home with them:

Many of our Members are doing Defense Work. See "Soroptimists in Defense" in this issue for details. We cannot all do a definite work, but all are doing their bit to help win the War. Of course, we are buying Bonds.

HARTFORD

As a defense area, Hartford, Conn., is booming! And you know what that means—hunting for a place to live is like hunting for a needle in a haystack! Rents have skyrocketed in price and the more money-mad landlords (and ladies?) are grabbing any excuse for evicting families, especially those with children, in favor of those who can and will pay a higher rent. The plight of some families has become desperate. Consequently efforts are under way to establish a voluntary ceiling on rents, also to provide adequate housing. And this is one of the services recently adopted by our club as part of our war effort. Mrs. Rose Maradie is head of the Soroptimist Fair Rent committee.

Peg Martyn, the inimitable, is up to her neck in all sorts of defense campaigns. Peg, as many of you know, hails from Edmonton, Canada. Her loyalty to all things British is matched only by her loyalty to all things U. S. Peg is doing publicity and a tremendous amount of enthusiastic plugging for the British War Relief; she's a member of the Speakers' Bureau for the Hartford Defense Council; she can be found at many a breakfast, luncheon or dinner hour laughing with, and clucking happily over, two or three R.A.F. boys or other men in British service whom she has tracked down and adopted for the time being.

Grace Reinert, recently transferred from the Harrisburg, Pa. Soroptimist club, is one of our new members. Grace is director of the Women's Motor Corps at the Hartford Neuro-Psychiatric Institute.

Helen Sanderson, vice-president of the club, is chairman of the defense committee. Helen reports that 11 of our members are taking first aid courses; four are air raid wardens; five in nutrition classes; one in the motor corps; three in home nursing classes; one in the Consumer League; one, director of the victory book campaign (Kay Wead, whom we mentioned above); one in the victory garden course; one on the Hartford Defense Council's speakers' bureau (that's Peg again); three doing sugar rationing; one in WPB local work and 20 sewing or knitting for war relief.

MINNEAPOLIS

England in War Time—

We heard so many exceptionally fine talks this past month that we could not choose just one for review. However, for those who had to miss Hilda Beal's talk we might mention some of the high spots. As you know, she is a Soroptimist whose home is York, England, and she told of children spending their pennies in the candy store for a carrot; dime stores with no cosmetics, candies, or cookies—no hair pins, safety pins, or metal devices; (two and a half years of black-out have brought a prize collection of bruises); front yards and park lawns plowed up for vegetables in the "Dig for Victory" campaign; and a $400 income tax on her salary as a teacher, last year! But her pride in democracy and joy of freedom was so infectious that we were thrilled and inspired.

Our special appreciation goes to the program committee for the continuous flow of excellent speakers, and Isabel sez, sez she, "My thanks go to Emily and the others whose cooperation has brought the outstanding results." Emily Child is Isabel's assistant on the program committee.

NEW YORK

Dr. Violet DeLaso, prominent psychiatrist, spoke to us recently on "Looking at Ourselves." This was the second address in a series designed to focus attention upon the possible "seeds of war" which may be lurking in the individual personalities of American women, directed particularly to assisting the members of our club to uncover and overcome such undemocratic tendencies as they may find within themselves. President Caroline E. Tibbetts presided.

Following this series of lectures, one phase of the development of the 1942 theme "Soroptimism in Action," the members of the club will be given personality questionnaires based upon those used by Columbia University in their surveys in the field of human behavior.

OAKLAND

The predominating interest of our Club members, like those of all other clubs, is centered either in defense or war work.

Rcently action was taken to purchase bonds out of the surplus in our major project fund. This fund was set up to aid young women seeking training for a vacation or to assist older women to adjust themselves to new work. We found that we had built up a surplus, after meeting all reasonable requests for aid and it was this surplus that we invested in bonds.

Another activity adopted by the Club is the furnishing of cookies to the Oakland Hospitality House. Our Club is divided into twelve groups, one group to a month. Each one of these has pledged itself to furnish five dozen cookies on each Monday of the month assigned to it. Helena M. Gamble is Director of groups and Chairman of the Cookie Committee for Hospitality House.

Heretofore, we have held a service dinner in November each year at which time each member is supposed to donate at least five dollars to the Service Fund, this money forming the basis for service work in the following year. With the many calls upon us these days, we decided to collect the donations throughout the year and use them this year, giving credit to each member for whatever she contributes. Also to aid the fund we are going to raffle $25.00 defense bonds.

Most of our members volunteered for defense work in Alameda County and have been attending the classes held by the Defense Council on each Monday night. Some are also taking the longer courses in first aid and others have given their time to recreational services for the fighting forces.

While rendering these services, we believe we also need especially at this time to encourage our members in their own occupations and so the last Monday of each month is designated Group Day. Each member of the group for that month has the opportunity to present some information on her business or profession or members may group their vocations into a sketch.

Agnes Hamill

PHILADELPHIA

New honors came to us recently when three of the members achieved posts of importance in the Philadelphia Federation of Women's Clubs and Allied Organizations, Inc.—Quaker City's largest and most powerful body of women.

With three officials selected from one club out of an affiliated membership of approximately 110 women's organizations, a real accomplishment was scored—and the Soroptimists here are proud indeed.

The Soroptimists who will help to guide the affairs of the Federation are Mrs. Agnes Hamill, elected corresponding secretary for a term of two years; Mrs. Ella Wister Haines, appointed to head the public relations committee, and Mrs. Kay C. Cavender, selected for the chairmanship of the program committee. Ella and Kay officially assumed their duties on April 2, for a one-year appointment.

Agnes Hamill, professionally connected with Moody's Investors Service, with the classification of "investment adviser," has an interesting background of service in church, civic and charitable organizations.

Agnes has been secretary of the Senior Guidance Council, since its inception in 1938, now serving also as a member of the Council's Executive Board. Incidentally, the Senior Guidance Council is another project of the Philadelphia Soroptimists, although it has the assisting sponsorship of nine other local business and professional women's groups and clubs. A non-profit project, the Council helps the mature business and professional woman obtain employment.

Ella Wister Haines also is widely known in Philadelphia for her wide interests in civic and philanthropic affairs. Her business as director of a public relations department of a large utility company brings her in constant contact with the public. She is 1942 chairman of defense in our Soroptimist Club.

The other "cabinet" member of the Federation, Kay Cavender, is in retail business, and her varied interests include membership in the Philadelphia club of Advertising Women.

ST. LOUIS

Following the actual declaration of war and the increasing activity of members in war work, our Defense Chairman asked the members to file a local questionnaire form, so that she might keep the record of all war work undertaken by individual members. Twenty-eight members reported specific war duties. Members have been giving 68 hours weekly to the Office of Civilian Defense on clerical duties; 56 hours to Red Cross; four have special responsibilities with the Defense Savings campaign. Some outstanding contributions with the official title and committee responsibility are listed in the column "Soroptimists in Defense" in this issue.

SIOUX FALLS

We are hostess to the spring North Central Regional Conference and are conducting an "ALL OUT" campaign for a record attendance.

Miss Josephine Wagner is not only General Chairman but is also General "Pep Instiller" for the event. Josephine has surrounded herself with an able corps of committee chairmen and with her magic "wand" promises a profitable and enjoyable time for all who attend the conference.

Elsie M. Fenton, Des Moines, North Central Regional Director, will preside at the business meetings and Vera Ludden, Sioux City, Regional Secretary, will act as Toastmistress at the banquet. Miss Eva Glassbrook, Dean of Women at the University of South Dakota, Vermillion, will be the speaker of the evening, using the conference theme, "Looking Further, Outward and Upward."

STOCKTON

"Contact—Let's Go" was a challenge to the new officers of our Club and the first two months have indeed been busy ones.

With Defense as our major project, we have taken the boys from the Quartermasters Motor Depot under our wing and under the able leadership of Mrs. Martha Browne, Defense Chairman, have given a two hour evening program of entertainment for 700 boys, with monthly programs planned; members have acted as chaperons at dances and the Club is sponsoring a dance once a month; we sponsored a campaign for the raising of funds and donation of musical instruments with which to organize an orchestra at the Depot; Jeanette Rose is giving free coaching and instructions in voice and music to the soldiers musically inclined, has formed a quartet at the Air Field and another at the Motor Depot and has been instrumental in securing engagements for them; Cookie Chairman Edith Donovan has carried on the project of furnishing approximately 500 dozen cookies a week, with the help of other women's clubs, for the three cookie jars at the Depot; we are furnishing piano tuning whenever necessary; we participated in the annual Drama Festival staged by the city's Recreational Department.

Our members voted to join 100% in the roll call for blood donors. Practically all members are engaged in defense work of some type. See column, "Soroptimists in Defense" in this issue for details.

Mrs. Maxine Garrigan, Professor of Home Economics at the College of Pacific spoke recently on "Nutrition in This War"; Col. T. W. Wilson, and his charming wife, Salvation Army Missionaries from England, told of their 36 years of work in the Orient; Samuel J. Hume, of the United States Treasury, outlined the Defense Bond and Stamp sale program. Our own Clora Tucker, one of the government's witnesses against Laura Ingalls, woman flyer recently convicted of failing to register as an alien agent, entertained us with highlights of the trial. And we are working together, singing together and praying together when we meet at monthly pot-luck dinners.

WASHINGTON

DEFENSE, DEFENSE AND MORE DEFENSE is the slogan by which we live these days.

The major project of the club for 1942 is the purchase of a Mobile Canteen Unit equipped to feed three hundred people in times of emergency. At the luncheon meeting on April 1st, the club will turn over to the District of Columbia Chapter of the American Red Cross, $1000 to purchase this Unit. This day will be history-making for the Washington club. The Unit will be used exclusively in the District. The money is being raised by the membership, and much credit goes to the Civics Committee of the club, Miss Augusta Uhl, Chairman, Miss Sallie Dillard and others of the Civics committee who have given of their time and energy to make this undertaking a success. An interesting program recently was in charge of the Chairman of the Civics Committee, Miss Augusta Uhl, and the honor guests were Miss Mabel Boardman and General Keefer of the National Red Cross.

The Washington Club has also sold over $300 worth of Defense Stamps, which are sold to the members at each weekly luncheon meeting, and over $2500 worth of Defense Bonds, as reported by the Chairman of the Defense Committee of the club, Mrs. Elinor Lee.

Miss Mary Mason, Radio Commentator and Deputy Air Raid Warden and Director of Emergency Feeding for the District of Columbia was honor guest and speaker at the Washington Club luncheon recently. Miss Mason stressed the necessity in these war times of knowing your next door neighbor, especially of people who live in apartments, where, in large cities, it is the custom not to bother about who lives next door. She also spoke of the gathering of people in case of black-outs in churches where they will be fed and sheltered, and how this method will revive the ideal of "friendly neighbors" on which our country was founded. People, said Miss Mason, should in times of black-outs, and in fact at any other time, practice calmness, avoid hysteria of every kind and cultivate a quiet mind.

BLAETZ BROTHERS
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FOX CHASE, PA.
***Adelaide M. Blaetz*, Old York Road Club**

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Member of A. C. Soroptimist Club
Hotel CLARIDGE, Atlantic City
G. R. TRIMBLE
General Mgr.

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*Akron, Ohio: Mrs. Ella Guitteau, 303 Akron Savings & Loan Bldg. Mrs. Kathleen Teague, 2314 Tower Bldg. 2nd & 4th Thurs., 7.30 P. M. Mayflower Hotel.

*Alexandria, Va.: Mrs. Jeannette Berman, 2405 Russell Road; Mrs. Mae Bowman, Spring Bank Manor, R.F.D. 1st Mon., noon; 3rd Mon., 6.30 P. M. George Mason Hotel.

Alhambra, Calif.: Mrs. Grace V. Hannah, 2225 Winthrop Drive; Mrs. Anne Kennedy, 7 N. 2nd St. Thurs., 12.15 P. M. Granada Masonic Temple.

*Arlington, Va.: Mrs. Frances C. Bell, 2100 N. Irving St.; Mrs. Anna Van Sickler, 723 N. Highland St. 2nd and 4th Thurs., 7 P. M. Little Tea House.

*Atlantic City, N. J.: Miss Margaret Wilson, Guarantee Tr. Bldg.; Miss Madolin Vautrinot, Atlantic City Gas Co. 1st & 3rd Wed., 12.30 P. M. Hotel Shelbourne.

*Baker, Oregon: Mrs. Frances Oliver, Baker Abstract & Title Co.; Miss Catherine Tyler, Oregon State Police. 2nd & 4th Wed. noon, Baker Hotel. (Joint luncheon Chamber of Commerce, 1st week of month).

Bakersfield, Calif.: Mrs. Grace Michaels, Route 6, Box 432; Mrs. Marguerite Follansbee, 1 Professional Bldg. 2nd & 4th Tues., 6.45 P. M. El Tejon Hotel.

*Baltimore, Md.: Mrs. I. Henrietta Hickman, Madison Apts., St. Paul & Madison Sts.; Miss Teressa Smith, 220 E. Lexington St. 2nd & 4th Mon., 6.30 P. M. The Women's City Club, 15 W. Mt. Vernon Place.

*Bellingham, Wash.: Mrs. Pauline Newton, Bellingham Hotel; Miss Irmagaarde Seegar, 900 Garden St. 1st Thurs., 6.30. Dinner. Hotel Leopold. Others, Red Cross Rooms, 7 P. M.

Berkeley, Calif.: Mrs. Josephine Z. Pendleton, 2048 Center St.; Mrs. Helene H. Christiansen, 207 American Tr. Bldg. Tues., 12.15 P. M. College Women's Club.

Beverly Hills, Calif.: Miss Irene Stalker, 444 N. Canon Drive; Mrs. Ruth Chancy, 427 N. Canon Drive. Wed., 12.15 P. M. Beverly Hills Athletic Club.

Birmingham, Mich.: Mrs. Grace Glassford, 233 N. Woodward; Miss Eleanor Ware, Birmingham Natl. Bk. Thurs., 7 P. M. Devon Gables Tea Room, Bloomfield Hills.

Blair County, Pa.: (152) Louise B. Koons, 212 Central Tr. Bldg.; K. Virginia Krick, Public Library (details later).

Boise, Idaho: Miss Alice M. Echols, Box 109; Miss Eunice Von Ende, c/o Boise Public Library. 1st Thurs., 7. P. M. 3rd Thurs., 12.05 noon. Hotel Boise.

Boston, Mass.: Miss Marion T. Drake, 57 Farragut Road, S. Boston; Miss Phoebe Mills, 25 Alhambra Rd., W. Roxbury, Mass. 2nd & 4th Tues., 6.15 P. M. Hotel Kenmore.

*Bronx County, N. Y.: Miss Edith M. Phelps, 403 W. 115th St., N. Y. C.; Miss Dorothy E. Cook, 450 Riverside Drive, N. Y. C.. 1st & 3rd Tues., 6.30 P. M. Concourse Plaza Hotel.

Brooklyn, N. Y.: Miss Ruth F. Reynolds, 30 Third Ave.; Miss Jessie M. Winchell, 29 Ryerson St. 3rd Thurs., 6.30 P. M. YWCA, Luncheon 1st Sat., Loeser's.

Bucks County, Pa.: Miss Grace Chandler, 420 W. Court St., Doylestown, Pa.; Mrs. Ruth G. Bliss, 485 N. Main St., Doylestown, Pa. 1st & 3rd Mon., 6.30 P. M. Doylestown Inn.

Burlingame-San Mateo, Calif.: Miss Elizabeth Finn, 1402 Burlingame Ave.; Miss Helen Hartmire, 218 Arundel Rd. Wed., 12.15 P. M. Benjamin Franklin Hotel, San Mateo.

Burlington County, N. J.: Mrs. Myrtle Simons, 67 Salem Ave., Burlington, N. J.; Miss Alice Chambers, 416 E. Main St., Moorestown, N. J. 1st & 3rd Wed., 8 P. M. Soroptimist Club House, 101 Garden St., Mt. Holly, N. J.

Calgary, Alberta, Canada: Miss Lettice Pearson, 527 - 17th Ave. W.; Mrs. Besse Marshall, 108 Lawrence Lodge. 2nd & 4th Thurs. 8 P. M. 702 - 3rd St., W.

*Camden, N. J.: Miss Dorothy F. Jones, 721 York St.; Miss Virginia Steel, Bridge Plaza Garage. Mon. 2nd 6 P. M.; 4th 8 P. M. Walt Whitman Hotel.

Canton, Ohio: (142) Mrs. Marguerite McCollum, 110 - 9th St., N.W.; Mrs. Seville Bowlus, 820 - 11th St., N.W. Mon. 1st 6.30 - 3rd 7 P. M. Hotel Ontesto.

Chehalis, Wash.: Miss Mabel Taylor, 1354 Market St.; Mrs. Louella Lambert, 1042 Cascade. 2nd & 4th Wed. 6.45 P. M. St. Helens Hotel.

*Chicago, Ill.: Miss Mary Dowd, 740 Rush St., Room 401; Mrs. Agnes Carl c/o Dictaphone Corp., 224 S. Michigan Ave.; 1st & 3rd Thurs. Huyler's, 308 S. Michigan Ave.

*Chico, Calif.: Mrs. Ella Graves, 1377 Woodland Ave.; Mrs. Ruth Strauss, 434 Broadway. Wed. 12.10 P. M. Oaks Hotel.

Chilliwack, B. C., Canada: Mrs. Blanche Falconer, 20 Yale Road E.; Miss Elizabeth Birkeland, 305 Spadina Ave. Tues., 1st 6.30 Empress Hotel. 4th, 7.30 Members Homes.

*Cleveland, Ohio: Mrs. Rachel Stoddard Ruff, Cleveland College; Mrs. Esther Vetter, 640 Society for Savings Bldg. 2nd & 4th Wed. 12.30 P. M. Hotel Cleveland.

Cumberland County, N. J.: Mrs. Emma Meyers, 10 Devonshire Place, Bridgeton, N. J.; Miss Helen F. Hill, Training School, Vineland, N. J. 2nd Wed. 7.30 P. M. Training School, Vineland, N. J. 4th Wed. 7 P. M. Cumberland Hotel, Bridgeton, N. J.

Dayton, Ohio: Miss Jessie May Coon, 324 Gas & Electric Bldg.; Miss Harriett Wolfe, 3433 E. 5th St. 2nd Tues. 12 Noon. 4th Wed., 6.15 P. M. Women's League.

*Delaware County, Pa.: Miss Marguerite Tennis, 38 N. Harwood Road, Upper Darby, Pa.; Mrs. Ada M. Beatty, 7035 Garrett Road. 1st & 3rd Mon. 6 P. M. Gables Inn, Drexel Hill, Pa.

*Denver, Colorado: Miss Estella G. Murphy, 1660 Stout St.; Mrs. Marguerite Morris, 322 Capitol Annex. Wed. Noon, Denver Tea Room.

Des Moines, Iowa: Miss Mabel F. McKee, R.F.D., Carlisle, Iowa; Miss Velma Vought, 1352 - 12th St., Apt. 14. 2nd & 4th Wed., 6 P. M. Savery Hotel & Grace Ransom Tea Room.

*Detroit, Mich.: Mrs. Ednamay Seelye Sarnes, 1507 Broadway; Miss Irma E. Craig, 532 W. Jefferson. 3rd Tues. 12. Book-Cadillac Hotel.

Dover, Delaware: Mrs. Elizabeth A. Behen, S. State St.; Dr. Marion L. Whalin, State Welfare Home, Smyrna, Delaware. 1st Mon. 7 P. M., 3rd 7.30 P. M. (Business), Hotel Richardson.

Edmonton, Alberta, Canada: Mrs. Kate Lyons, Suite 12, Elnoraldo Apts., 105th Street; Dr. Dora Newson, Royal Alexandra Hospital. 2nd Mon. 6.30 P. M. Various Places.

El Centro, Calif.: Mrs. Marie Jenkins, 590 Olive St.; Mrs. Bernice Swanson, P. O. Box 931. Mon. 12 Noon. Sherwood Cafe.

Erie, Penna.: (138) Miss Miriam B Booth, 3rd & French Sts.; Miss Edna M. Hauer, 305 Ariel Bldg. 1st & 3rd Wed., noon, Lawrence Hotel.

Eureka-Humboldt, Calif.: Miss Edna Davis, Free Library, Eureka, Calif.; Mrs. Winifred K. Hill, c/o Welfare, Eureka, Calif. Wed. noon & 4th Thurs. 6.30 P. M., Eureka Inn, Eureka, Calif.

Fairbanks, Alaska: Mrs. Jane Oliver Ryan; Miss Janet Whitenack, Box 35. 2nd Tues. 6 P. M. Model Cafe.

Flagstaff, Arizona: (151) Estelle Bjerg, 419 Birch. Betty Stroud, c/o Stroud's. Meetings Wed. 12:15, Monte Vista Hotel.

Foothills, Calif.: (144) Mrs. Helen DeBeers, Vista Del Arroya Hotel, Pasadena; Mrs. Ann Elizabeth Benedict, 1608 N. Fair Oaks, Pasadena. Tuesday 12.15. Pasadena Athletic Club.

Fort Worth, Texas: Mrs. Neutie Brous, 1006 College Ave.; Miss Destimona Brazil, Health Dept. City Hall; Thurs. 1st, 2nd, 3rd, 7.30 P. M. 4th Sat. 1.15, Hotel Texas.

Frankford, & Northeast Philadelphia, Pa.: Mrs. Margaret H. Fairheller, 5317 Oxford Ave.; Miss Lillian K. Lightfoot, Orthodox & Paul Sts. 2nd & 4th Thurs. Northeast Shrine Club, Rockledge.

Fremont, Ohio (137): Miss Luella Zehner, Oak Harbor; Miss Cora M. Link, 130 Erie St., Oak Harbor. 2nd & 4th Tues., Fremont Hotel, 6.30 P. M.

*Fresno, Calif.: Mrs. Grace Wills, 1244 Vanness; Miss Ella Daigle, Rt. 3 Box 208J. 1-2-4 Wed. 12.15, Californian Hotel.

Germantown, Phila., Pa. (141): Mrs. Fleurette B. Cavanna, 432 E. Tulpehocken St.; Mrs. Marie Stark, 9301 Ridge Ave. 1st & 3rd Tues. 6.30 P. M. Mayfair House, Gtn.

Gettysburg, Pa: Mrs. Henrietta Blocher, 28 W. Middle St.; Miss Mary Ramer, 41 Baltimore St. 2nd Tues. at Homes, 4th Dinner, James Gettys Hotel.

Gloucester County, N. J.: Dr. Nellie M. Campbell, 203 Highland Terrace, Pitman, N. J.; Mrs. Dorothy C. Loughlin, 58 S. Broad St., Woodbury, N. J. 2nd Mon. & 4th Wed. 6.30 P. M. Hotel Pitman, Pitman, N. J.

Halifax, N. S.: Miss Lenta G. Hall, 314 Roy Bldg.; Mrs. Elizabeth Roy, 37 Inglis St. 2nd Tuesday, Luncheon, 4th Thursday evening, various places.

Hanover, Pa.: Mrs. Erma T. Wertz, 138 Broadway; Mrs. Emily H. Swartz, 18 York St. 2nd Tues. & 4th Thurs. 6.30 P. M. Richard McAllister Hotel.

Harrisburg, Pa.: Mrs. Althea Horning, P.O. Box 150; Miss Ada Homes, 2820 Boas St. Tues. 2nd Log Cabin Grayco, 3rd 6.30 Harrisburger Hotel.

Hartford, Conn.: Miss Vernita C. Haynes, 7 Gillett St.; Miss Delloris C. Foster, 25 Pearl St. 2nd & 4th Mon. various places, 6.30 P. M.

Hollywood, Calif.: Dr. Grace Wyckoff, 1851 N. Argyle Ave.; Miss Merna Lassen, 6801 Santa Monica Blvd. 1st Tues. 12.30 P. M. Gourmets, 3rd Mon. 6.30 P. M. Holly Athletic Club.

Honolulu, Hawaii: Mrs. Peggy Hitchcock, Punahou Music School; Mrs. Lois Heinemann, Ogden Studio, Royal Hawaiian Hotel. 2nd Tues. 6.30 P. M. 4th Wed. 12 noon, 80 Judd St.

*Houston, Texas: Mrs. Mary Reid, 3916 Marlowe; Mrs. Gertrude Jones, 2146 Pelham Drive. Tues. 7.20 P. M., 314 San Jacinto Hotel. (Dinner meetings at Warwick Hotel).

Huntington Park, Calif.: Mary Ann Hollibaugh, 6430 Pacific Blvd.; Mrs. Mildred S. Johnson, 2419 Walnut St. Thurs. 12.15. 7012 Pacific Blvd.

Joplin, Mo.: Mrs. Loyce Marvin, 5th & Peare ave.; Mrs. Juanita H. Wallower, Keystone Hotel. Wed. 12.00. Roberts Tea Room.

*Kansas City, Mo.: Miss Myrtle Lee Humphrey; Miss Genrose Miller, 2027 Hotel Continental. 1st & 3rd Wed. 6.30 P. M. various places (dinner). 2nd & 4th 12.15 P. M. Hotel Continental.

*Klamath Falls, Oregon: Miss Coral Sabo, 3480 S. 6th St.; Miss Sophia Kenoffel, 509 Eldorado St. Thurs. 12.15 P. M. Willard Hotel.

La Grande, Oregon (148): Miss Nelle Grimmett, 214 Elm St.; Miss Mabel Doty, City Library. 1st & 3rd Mon. 12.05 (place subject to change).

Lansdale, Pa.: Miss Adele M. Weiss, Colmar, Pa.; Miss Frances Godshall, 718 W. Main St. 2nd & 4th Mon. 6.15 P. M. Rose Hotel.

Lawrence, Kansas: Mrs. Georgianna Graves, 746 Massachusetts Ave.; Mrs. Mildred Watson, c/o Court House. 1st Mon. 3rd Thurs. 6 P. M. Colonial Tea Room.

Lewiston Idaho: (149) Miss Laura E. King, 936 Kentucky St.; Miss Leta Tweedy, 6.30 - 6th Ave. 1st & 3rd Thurs. 6.30. Thurs. 6 P. M. Colonial Tea Room.

*Lima, Ohio: Mrs. Gladys C. Fields, P. O. Box 24; Miss Laura Jamison, 756 W. North St. 2nd Thurs. 6.30 P. M. 4th Tues. 11.30 A. M. Barr Hotel.

Logan, Utah: Miss Una Vermillion, Utah State Agricultural College; Mrs. Elinor B. Hodgson, 179 N. Main St. Thurs., 1st, 7.30 P. M. Chamber Commerce Bldg. 2nd, 7.30 P. M., Bluebird Cafe.

London, Ontario, Canada: Miss Jean Walker, 641 Waterloo; Miss Ruth Florence, 29 Cartwright St. 2nd & 4th Mon. 6 P. M. YWCA.

Long Beach, Calif.: Mrs. Oma H. Ernst, 206 Times Bldg.; Mrs. Dorothy S. Foote, 5460 The Toledo. Fri. 12.10 P. M. Hilton Hotel.

*Los Angeles, Calif.: Mrs. Mary Wiley Eisen, 4328 Crenshaw Blvd.; Mrs. Mae P. Moore, 733 S. Flower St. Tues. 12 Noon, Biltmore Hotel.

Main Line, Pa.: Miss Ursula Murray, 529 W. Montgomery Ave., Haverford, Pa.; Miss Ada Beerstecher, 25 E. Athens Ave., Ardmore, Pa. 4th Wed. Business 6.30, Haverford Court Hotel, Haverford, Pa.

Mansfield, Ohio: Miss Mabel F. Self, 335 Glessner Ave.; Miss Eleanor Bond, cor. 1st & Mulberry St. 1st Tues. noon. Southern Hotel. 3rd evening meeting in homes.

Marshalltown, Iowa: Mrs. Margaret Sunday, 308 N. 7th St.; Mrs. Zola Peterson, 112 N. 19th St. 1st & 3rd Mon. noon at 112 W. Main St.

Marshfield-North Bend, Oregon (146): Mrs. Helen Johnson, c/o Mel's, Marshfield; Mrs. Lucretia Skewis, 681 S. 10th St., Marshfield. Wed. Noon, Chandler Hotel.

Marysville, Calif.: Mrs. Ruby Poole, 627 F St.; Mrs. Mae Shumway, c/o High School. Thurs. 12.05 P. M. Hotel Marysville.

Merced, Calif.: Mrs. Nelle Shiveley, 523 - 17th St.; Mrs. Laura Nelson, 559 - 18th St. 1st & 3rd Thurs. 12 noon. Hotel Tioga.

Minneapolis, Minn.: Mrs. Jessie Fowler, 2901 Nicollet Ave.; Miss Helen Rawson, 711 W. Lake St. 1st 3rd Thurs. 6.15. College Womens Club. 2nd & 4th Fri. 12.15. Donaldson Tea Room.

Modesto, Calif.: Mrs. Lois Bell, 413 Semple St.; Mrs. Wilma Brink, 329 High St. Thurs. 12.15 P. M. Taza's.

Moncton, N. B., Canada: Miss Blanche Constantine, Children's Aid Home, St. George St.; Miss Marjorie F. Rodd, 24 Gordon St. 1st Wed. 7.30 P. M. 3rd 6.30 P. M. Brunswick Hotel.

Monterey Peninsula, Calif.: Mrs. Maude M. Borchers, 220 Cypress St., Pacific Grove, Calif.; Mrs. Ann Dewar, P. O. Box 529, Monterey, Calif. Wed. 12.15 P. M. San Carlos Hotel, Monterey, Calif.

*Montgomery County, Md.: Mrs. Mary Gifford, 9515 Sutherland Rd., Silver Spring, Md.; Mrs. Elizabeth Tolson, Fernwood Rd., Bethesda, Md. 1st & 3rd Mon. 7 P. M. Kenwood Club, Kenwood, Md.

Napa, Calif.: Mrs. Ella Ballmer, 486 Coombs St.; Mrs. Sarah Johnson, 295 Coombs St. Mon. 12.15 P. M. Cedar Gables Inn.

Nelson, B. C., Canada: Mrs. Sarah Tyler, 706 Stanley St.; Mrs. Dudley Bennett, 536 Ward St. 2nd Fri. 6.30 P.M. Hume Hotel. 4th Tues. Business (no set place).

Newark, Ohio (143): Miss Louise Adkins, A. H. Heisey & Co., Miss Florence V. Long, 87 Brennan St. Mon. 7 P. M. Hotel Warden.

New Westminster, B. C., Canada: Miss Margaret Clements, c/o 4652 - 10th Ave. W., Vancouver, B. C., Canada; Miss Ellen Church, c/o 827 - 10th St. 2nd Tues. 6 P.M. Gingham Tea Shoppe.

*New York, N. Y.: Mrs. Caroline Tibbetts, 52 Gramercy Park N.; Miss Madaline E. Murphy, 28 E. 31st St. 1st & 3rd Thurs. 6.30 P. M. Kenmore Hall (meeting place subject to change).

Norristown, Pa.: Miss Cherry Y. Craven, 215 W. Brown St.; Miss Emma E. Christian, 833 DeKalb St. 2nd Thurs. 8 P. M. 4th Thurs. 6.15 P. M. YWCA.

North Shore Queens, Long Island: Miss Hilda V. Blom, 147-15 Sanford ave., Flushing, L. I.; Miss Helen Withers, 42-30 Union St., Flushing, L. I. 2nd & 4th Thurs. 6.30 P. M. at 36-35 Bowne St., Flushing, L. I.

*Oakland, Calif.: Mrs. Sarah G. Hammond; Miss Florence E. Weeks. Mon. 12.15 P. M. Hotel Oakland (address all mail Room 249 Hotel Oakland).

Ogden, Utah: Mrs. Joan Emmett, 3132 Washington Blvd.; Miss Myrta Hales, 2300 Jefferson Ave. 2nd & 4th Tues. 7.30 P. M. Hotel Ben Lomond.

Old Chester, Pa.: Miss Margaret Stetser, 1602 Upland St.; Miss Laura Dougherty, Wetherill School, 24th St. 1st & 3rd Wed. 7.30. YWCA.

*Old York Road, Pa.: Miss Elizabeth B. Hendrickson, 415 Walnut St., Jenkintown, Pa.; Mrs. Hazel Jane Aures, 127 Butler Ave., Ambler, Pa. 2nd Wed. Yorktown Restaurant, Jenkintown, 6.30. 4th Wed. 6.30 P. M. Niblock's, Ambler, Pa.

Olympia, Wash. (147): Miss Dorothea Jackson, Old Capitol Bldg.; Miss Shumah Quigley, 1603 Water St. Tues. 12.10. Governor Hotel.

Oroville, Calif.: Mrs. Lorraine Albright, 1511 Myers St.; Mrs. Glendora P. Thomee, P. O. Box 427. Tues. 12.10 P. M. Oroville Inn.

*Philadelphia, Pa.: Mrs. Helen Botdorf, 6437 Morris Park Rd.; Miss Anne LaMott, 1821 Ranstead St. Wed. 12.30 P. M. The Barclay.

Phoenix, Arizona: Mrs. Gertrude Aunger, 145 E. VanBuren St.; Mrs. Clara F. Hubbard, 915 Grand Ave. Thurs. 12.15. Westward Ho Hotel.

Pittsburgh, Pa.: Mrs. Elizabeth S. Cook, 5455 Stanton ave.; Miss Louise Hetherington, 425 S. Dallas Ave. Tues. 12.30 P. M. Kaufmann's. 4th Tues 8 P. M. Wm. Penn Hotel.

Placerville, Calif.: Miss Rita May, 594 Main St.; Miss Patricia Darlington, 49 Cedar Rivine. Wed. Noon. Raffles Hotel.

*Portland, Oregon: Miss Harriet A. Sheasgreen, 0333 S.W. Nebraska St.; Miss Ivie Spencer, 403 Lewis Bldg. Mon. 12.15. Benson Hotel.

Prince George's County, Md.: Mrs. Isabel Ray, Riggs and Ray Rd., Chillum, Md.; Mrs. Olgure H. Faber, 6900 Wake Forest Drive, College Pk., Md. 2nd Thurs. 7.45, Terrapen Inn, College Pk., Md

Provo, Utah: Miss Velma Mendenhall, 211 S. 3rd E. Springville; Miss Mallie Mahaffay, Utah Valley Hospital. (Details later).

Quincy, Calif. (145): Mrs. Myrtle Bernardo, Meadow Valley, Calif.; Mrs. Lois Lang, Quincy, Calif. Tuesday, 12.15, Quincy Hotel.

Reading, Pa.: Miss Alice Wood, 412 Washington St.; Mrs. Jane Mason, Berkshire Hotel. 1st Thurs. member homes 3rd Thurs. (dinner), Abraham Lincoln Hotel.

Red Bluff, Calif.: Mrs. Sadie MacQueen, Gerber, Calif.; Miss Neva Danielson, Route 1. Thurs. 1st & 3rd. 12.10 P. M. 2nd & 4th 7 P. M. Tremont Hotel.

Reno, Nevada: (153) Miss Cora Mitchell, 124 - 2nd St. W. (details later).

Richmond, Calif.: Mrs. Hazel Salmi, 411 Western Drive; Miss Gertrude Engle, 1401 Bissell Ave. Thurs. 12.15. First Baptist Church.

Rossland Trail, B. C., Canada: Mrs. Bell Cusack, 1310 Columbia Ave., Trail; Miss Dorothy E. Williams, Douglass Hotel, Trail. 4th Tues. 7 P. M. Empire Cafe.

*Royal Oak, Michigan: Mrs. Blanche C. Beaman, 1317 Oxford Rd., Berkeley; Miss Fern McGaw, 509 E. Lincoln. 1st & 3rd Mon. 6.30 P. M. Acorn Restaurant.

*Sacramento, Calif.: Mrs. Wessie James, 2690 Land Park Drive; Mrs. Naomi Lugg, 1616 Eye St. Fri. 12.15 P. M. Senator Hotel.

*St. Louis, Mo.: Miss Celeste Geyer, 1307 Washington Ave.; Miss Virginia Kennedy, 1536 Olive St. 1-3-4 Thurs. 12.30 P. M. Scruggs Vandervoort-Barney Tea Room. 2nd Tues. 6.30 P. M. business. Chase Hotel.

St. Paul, Minn.: Mrs. Alice Gibbs-Nelson, 2100 Larpenteur Ave. W.; Mrs. Violet Beltmann, 1085 Grand Ave. 1st & 3rd Fri. 1 P. M. Ryan Hotel. 2nd & 4th Fri. 6 P. M. YWCA.

Salem County, N. J.: Mrs. Edna M. Simpson, 235 Sinnickson St., Salem, N. J.; Mrs. Helen H. Hannold, 273 Craven Ave., Salem, N. J. 2nd & 4th Wed. 6.30 P. M. Salem Tea Room, Salem, N. J.

Salinas, Calif.: Miss Rita Hargens, 222 Auburn St.; Mrs. Clotilde Stoffey, 162 Main St. Thurs. 12.10 P. M. Hotel Jeffrey.

Salt Lake City, Utah: Mrs. Irma Bitner, 173 S. 12th St. E.; Mrs. Margaret Embleton, 533 E. 6th South. 2nd & 4th Thurs. 7.30 P. M. Hotel Utah.

*San Diego, Calif.; Miss Viola Sommermeyer, 301 Medico-Dental Bldg.; Miss Eleanor Mead, 645 "A" St. Tues. 12.10 P. M. last Thurs. 6.30 P. M. U. S. Grant Hotel.

San Francisco, Calif.: Mrs. Edith Wilson, 1249 Fourth Ave., Apt. No. 6; Mrs. Anne G. Sundborg, 1891 Thirtieth Ave. Mon. 12.15 P. M. St. Francis Hotel.

San Jose, Calif.: Miss Georgia Goss, 701 N. 1st St.; Mrs. Loreen Caton, 580 S. 14th St. Thurs. 12.15 P. M. Hotel St. Claire.

San Leandro, Calif.: Mrs. Belle Hopper, 546 Magdalena St.; Mrs. Stephan Klarman, 56 Chumalia St. 1st & 2nd Thurs. Hirschmann Tea Room. 12.15.

Santa Cruz, Calif.: Mrs. K. Rickey Young, 69 Mission St.; Miss Ethel Van Gorder, c/o Leask's. Wed. 12.15. Palomar Hotel.

Santa Paula, Calif.: Mrs. Helene M. E. Lawrence, Main & 12th Sts.; Mrs. Gertrude Copeland, 404 Main St. 2nd & 4th Thurs. 12.10 P. M., Glen Tavern.

*Seattle, Wash.: Dr. Lilian C. Irwin, 711 Cobb Bldg.; Mrs. Jessie H. Kelly, 6011 - 3rd Ave. N. W. Wed. 12.15 P. M. Olympic Hotel.

Sioux City, Iowa: Miss Florence Butler, Public Library; Miss Virginia Francis, 405 City Hall. 2nd Mon. 12.15 P. M. 4th Mon. 6.15 P. M. Mayfair Hotel.

Sioux Falls, S. D.: Miss Harrietta Bach, 2015 Pendar Lane; Miss Esther Schmitt, 303 S. Minnesota Ave. 2nd Mon. 6.15 P. M. 4th Mon. (bus.) Embassy Room, Carpenter Hotel.

Sonoma County, Calif.: Mrs. Edith Hendrickson, 325 Post St., Petaluma, Cal.; Miss Constance Cornell, 502 Melvin St., Petaluma, Cal. 2nd and 4th Mon. 6.30 P. M. Hotel Petaluma, Occidental Hotel, Santa Rosa.

Sonora, Calif.: (139) Miss Dorothy Glass; Mrs. Frances Williams, Box 581. Thurs. 12, Sonora Inn.

Southern Chester County, Pa.; Mrs. Mary W. Johnson, 212 Marshall St., Kennett Square, Pa.; Miss Mary T. Worrall, Kennett Square, Pa. 2nd and 4th Mon. 6.30 P. M. Evergreen Tea Room, West Grove, Pa.

*Spokane, Wash.: Miss Olive Bennison, 428 - 26th Ave.; Miss Mary E. Keating, 600 Radio Central Bldg. Friday noon Crescent Tea Room (except 4th Fri. evening meeting members homes.)

*Springfield, Mo.: Miss Ruth Hubbell, Cordova Court; Miss Pearle Hermes, 601 E. Walnut. Wed. noon Seville Hotel, last Fri. 7.30 P. M. Kentwood Arms.

Staunton, Va.: Dr. Florence I. Mahoney, 215 N. Market St.; Mrs. Fae Quick, 12 E. Beverley St. 3rd Tues., Stonewall Jackson Hotel, 6.30 P. M.

*Stockton, Calif.: Mrs. Loretta M. Case, 707 E. Worth St.; Mrs. Leo L. Browne, 1516 W. Willow St. Mon. 12.15 P. M. Hotel Stockton.

Studio City - North Hollywood, Calif.: Mrs. Virginie Van Bark, 11612 Ventura Blvd.; Mrs. Gladys Farrand, 11238 Chandler Blvd., N. Hollywood. 1st Tues. Members Homes; 3rd Tues. Eaton's Rancho, 6.30 P. M.

*Tacoma, Wash.: Miss Anna Marn Nielsen, Box 56 Parkland, Wash.; Mrs. Claire P. Nichols, 4141 N. 36th St. Tues., 6.15 P. M. Bonneville Hotel.

*Tipp City, Ohio: Mrs. Ruth Sprecker, Main St.; Mrs. Enid Shipman, Main St. 1st Wed. and 3rd Mon.

Topeka, Kansas: Miss Esther Peers, 1333 Buchanan; Miss Florence Bickel, 1412 Huntoon. 2nd Thurs., 634 Kansas Ave. 4th Thurs. Jayhawk Hotel.

Toronto, Ont., Canada: Mrs. Bertha L. Mackness, 12 Wellington St. E.; Miss Vera Dawson, 199 Bay St. 1st Tues. 6.30 P. M. 3rd 8 P. M. Royal York Hotel.

Turlock, Calif.: Mrs. Edna May Baker, 242 Laurel St.; Mrs. Carmen Jackson, Box 428. 2nd and 4th Thurs. Carolyn Coffee Shop, 7 P. M.

*Vallejo, Calif.: Miss Sally Taylor, 519 Napa St.; Mrs. Cherie Gardner, 179 Viewmont Ave. 2-3-4 Mon. 12.15 P. M. 1st Mon. Bus. 6.15 P. M. Hotel Casa de Vallejo.

Vancouver, B. C., Canada: Mrs. Nellie Kemp, 990 Gilford St.; Miss Madge Ashley, 713 Metropolitan Bldg. 2nd Tues. 8 P. M. 4th 6.45 P. M. Hotel Vancouver.

Vancouver, WASH.: (150) Mrs. Vivian Vaughan Kimm, 3811 Main St.; Miss Lily Erhardt, 1113 W, 6th St. Wed. Evergreen Hotel.

Van Wert, Ohio: Mrs. Marguerite B. Gaddis, 509 W. Main St.; Miss Mary Sawyer, R. F. D. #2. 2nd and 4th Wed. 6.15 P. M. White Hall Inn.

Ventura, Calif.: Dr. Ruth Anderson, 2206 Vista del Mar; Miss Grace Woodruff, 221 N. Katherine Drive. Wed. noon. Evening meeting quarterly — March, June, September, December.

*Victoria, B. C., Canada: Mrs. Sarah Clarke, 711 Yates St.; Miss Marjorie Holmes, 863 Somenos Ave. 1st Mon. 8 P. M. Colonist Board Room. 3rd Tues. place varies.

Visalia, Calif.: Mrs. Melba Switzer, 105 E. Main St.; Mrs. Carolyn G. Carter, 109 N. Court St. 2nd and 4th Mon. 7 P. M., Hotel Johnson.

*Washington, D. C.: Miss Estelle Zirkin, 821 - 14th St., N. W.; Mrs. Mary R. Hysong, 1300 N. St., N. W. Wed. 1 P. M., Willard Hotel.

*Watsonville, Calif.: Mrs. Flo Peterson, 519 Blackburn St.; Mrs. Elinor Covell, 520 Oregon St. Mon. 12.15 P. M. Hotel Resetar.

*Wenatchee, Wash.: Mrs. Anna I. Slack, Sav. & Loan Bldg.; Mrs. Lura Douglass, Alaska Dress Shop. Thurs. 12.10 P. M., Cascadian Hotel.

*West Chester, Pa.: Mrs. Louella T. Happersett, 309 S. New St.; Miss Grace L. Evans, 38 S. High St. Wed., 6.30 P. M., Mansion House Hotel except 3rd—meetings at members homes.

*Westminster, Md.: Mrs. Gladys M. Wimert; Miss Marguerite Gaither, Union Bridge, Carroll Co. Md. 1st Mon. 6.30 P. M. 3rd Mon. (Bus.) 8 P. M. Carroll Co. Historical Society.

Westwood Village, Calif.: Mrs. Carrie M. Broaded, 1650 Selby Ave., Los Angeles; Mrs. Ruth Anderson, 941 Westwood Blvd., Los Angeles. Thurs. 12.15 P. M., Westwood House.

Wichita, Kansas: Mrs. Alice Campbell Wrigley, 1845 Fairmount; Mrs. Marie Rose, 1420 E. Douglas. Tues. noon, Allis Hotel.

Willows, Calif.: Miss Lois Schnabel; Miss Lorene Lohse. Tues. 12.10 P. M. Hotel Barton, Gold Room.

Worcester, Mass.: Mrs. Katherine M. Steele, 9 Glendale St.; Mrs. Emeline Amidon Smith, 45 Cedar St. 1st Fri. Salter Sec. School 7 P. M.

York, Pa.: Miss Helen L. Barnhart, 35 W. Market St.; Miss Beulah R. Ness, York Hospital. 2nd and 4th Thurs. 6.30 P. M. Hotel Yorktowne.

Zanesville, Ohio: (140) Dr. Hazel Lyne, 51 N. 5th St.; Mrs. Alice H. Cook, 845 St. Louis Ave. 1st Wed. noon; 3rd (dinner) YWCA.

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Harriet P. Tyler
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Redwood City, Calif.
~~San Francisco~~ Club

MOBILIZATION POLICIES-JUNE, 1942

Return to RFN

For immediate release
June 4, 1942

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

(WO 42-79)

WOMEN AT WORK

Special Feature Service

Mary Anderson, Director, Women's Bureau, U. S. Department of Labor

No. 8

WOMEN ON THE INDUSTRIAL FRONT

Girls out of school, young matrons, middle-aged women and grandmothers— women citizens of all ages are becoming aware that Uncle Sam depends on them as well as men in the battle of production. Government officials, emphasizing that the Nation's manpower includes both men and women, underscore the importance of women as a source of labor supply.

Women are eager for a role in war production. And they already have a good start. There are some 3,000,000 women in war and civilian manufacturing. The range of industries employing women on war work is very wide. Employment in the all-out war industries such as aircraft, ammunition for artillery and for small arms, and the manufacture of navigation, fire-control, optical, and other instruments does not give the entire picture.

Women work on war orders in many industries, including the apparel, textile, food, leather, electrical machinery, rubber, automobile, steel, and chemical industries. These wide classifications accounted for more than three-fourths of the women reported in the 1939 census of manufactures.

In converting their skills to production for war purposes women turn out shoes, uniforms, blankets, sleeping bags, parachutes, mess kits, ammunition belts, trucks, radios, gas masks and canned meats and vegetables. These are only a small cross section of the countless articles women are helping to make or process.

From reveille to taps service men use weapons and supplies that have been produced and inspected with the aid of women's hands and eyes.

The present employment of women in key war industries is still not great when compared to the 1,000,000 or so women in the apparel and textile industries in 1939, but their numbers are increasing.

This is illustrated in the aircraft industry. In October 1941 some 2,000 women were on the production lines in aircraft-assembly plants. After Pearl Harbor the number rose to 4,000. By April there were about 17,500 women in the principal plants. In nearly half the plants women were still less than 5 percent of the production workers. Three plants, however, employed more than 1,000 women each, and one-third of the plants each employed over 500 women. The largest number of women in a single plant was 3,600. On the basis of the sample reported to the Women's Bureau, approximately 100,000 women will be employed in production during the peak period.

Many more women are working in ammunition than in aircraft plants, Women's Bureau statistics show. There were nearly 80,000 women workers by mid-spring and this number may treble by mid-summer.

Thousands of women not identified with the ammunition industry work on artillery ammunition orders, manufacturing component parts in the various factories where orders are farmed out to subcontractors.

What jobs are women now doing in war industries? Here in a California aircraft plant, for example, is the great tubular steel fuselage of a bomber, carried i jigs on a slow-moving conveyor. Girls slide under it on a low movable bench, and others work on platforms at top parts.

They install the power lines, electrical systems, pedals, control parts, and fittings. Most of them wear gay colored slacks, blue, pink, green, and sun-tan, topped with cotton blouses. Many bind their hair with bright flowered handkerchiefs

When the engine is mounted, girls help by putting on baffles, connecting oil lines, wiring parts, and putting on accessories. The plane is then ready to have its metal "skin" riveted on. Girls have riveted together various control surfaces such as ailerons and stabilizers. These are small parts, and the smaller girls in the plant are regarded as especially suitable to work on them.

Before bombers reach these final stages of assembly, a great symphony of work in many departments is necessary. Bright-eyed "girls" from 18 to 50 sew the fabric on the control surfaces of the huge birds. Other women drill, inspect, and do subassembly with hand tools. Go into the sheet-metal department. There you will find girls bending intently over machines as they give a final hand finish to the sheet-metal parts of the control surfaces.

Feminine workers in the electrical department do "spaghetti work." Deft fingers, guided by alert minds, pull wires from pigeon-hole compartments arranged around the workers in convenient semicircles. These wires are the life lines of the bombers. They are installed by women in the proper places in junction boxes before the boxes are put into the planes. In front of these workers, who are seated at long work benches, are girls who solder electrical attachments and assemble plug fittings.

From the time embryonic bombers are cut into great bulks of formless metal until they are rolled out in glistening perfection for the first test flights few operations physically unsuitable for women are performed. As for mechanical ability it is limited only by the opportunity to learn. Experience shows that this ability is not confined to men.

The great Government arsenals have led the way in the employment of women on war weapons. In the artillery ordnance works the assembly of mechanical time fuses clock-like instruments of more than 100 parts, is almost wholly the province of wome The explosion of shells is timed to within hundredths of a second by these fuses.

Women fit the tiny pieces together with small hand tools, presses, drills, and files. Some of them wear a jeweler's loupe or eyeglass as they insert little wheels, set firing pins, and test the action of minute movement parts.

In production operations women blank out discs and small plates in the machine shops, ream, drill and tap fuse bodies, and work to fine tolerances with small lathes and other tools. Women do nearly all the inspection.

The ordnance plants for bag loading employ many women. In small rooms in a artillery ammunition plant groups of 5 women load bags of smokeless powder for large-bore cannons and guns. There are many such rooms, as not more than 6 persons and 30 pounds of powder are allowed in each. This is a safety precaution, though smokeless powder is not considered especially hazardous.

One woman in a group tends a weighing machine which measures out a specified quantity of powder; another checks the weight of the powder, adding a few grains; a third carefully rechecks the weight, and finally it is ready to be poured into the bag. The worker on the fifth operation closes the bag on a sewing machine equipped with a bronze needle and other safety provisions to reduce the static from moving parts. The bag is then placed in a transfer chute. This unit rotates the loading line operations among its 5 workers.

Women are not used so widely in artillery shell loading, but many of the operations are within their range. In the artillery ammunition industry as a whole, women can do well over half the jobs.

Perhaps a larger proportion of operations in producing the millions of rounds of ammunition needed for machine guns, rifles, and other small arms weapons can be done by women. For instance women work in the assembly of .45-caliber bullets, pointing the jackets and inserting the slugs, as well as on numerous operations in cartridge-case and primer manufacturing.

During the entire flow of production, women do vital inspection work. Check, check, check! Weapons of war must be masterpieces of perfection. A faulty primer, which may look perfect to the untrained eye, will cause a gun to misfire. Women inspect bullets such as the .30-caliber with the aid of magnifying glasses, removing the rejected ones with small tweezers. Before the primers are inserted into cases, the latter are checked and rechecked.

There is a big war production story that reaches behind the guns, ships, and planes to the myriad instruments that direct our weapons. Women excel in instrument manufacture. The proportion of women in plants surveyed by the Women's Bureau ranges as high as 50 percent, and their numbers are increasing.

Watch the women in one of these plants testing and inspecting the sensitive pieces that go into gyroscopic instruments, important gadgets in blind flying. They assemble small rotors, test the spring tension and make vibration tests to detect the slightest friction in movement. Here are women checking the drift on directional gyros, or calibrating and adjusting artificial horizons.

At work benches with glass-shielded hoods, connected with exhausts, women are painting luminous dials to give visibility for night flying. In at least 5 plants radium painting is done entirely by women. The work requires finger dexterity and extreme care. Hazards have been greatly reduced by elaborate precautions. Not dangerous, but equally tedious, is the centering of optical lenses for fire-control instruments now being taught to girls in about 3 months.

A catalogue of women in industries producing war materials includes the iron and steel industry in which women have worked for many years. Today they inspect tin plate, make stamped and pressed metal products and wirework such as cables, barbed wire, and springs. Or they may assemble valves and parts for plumbing fixtures.

Women are finding employment to a limited extent in the vast shipbuilding yards. Some are sewing in the sail lofts, and a few have positions in the professional class. The navy yards are using women to make small parts for interior fittings of ships, and on repairing jobs. The Navy is seeking more women with technical backgrounds. Authorities say that 15 percent of the work on new ship construction can be done by women in an extreme emergency, the largest proportion of jobs being as shipfitters' helpers, subassembly welders, and painters.

What war work are women performing in converted or semiconverted plants? Many of the estimated 8,000,000 workers who will be converted to war production this year will be women. A few illustrations indicate that their contribution is already substantial.

A nail-polish plant employs women to make bomber fittings. In the refrigerator industry women make shell-booster parts. A girl who assembled toy locomotives before the war now works on parachute flare casings, in the same factory, using the same electric screwdriver. In a mid-western plant another girl, "converted" from the manufacture of loose-leaf notebook binders, stakes screws in 20 mm. shell-boosters. Similar instances are found in New England. Flexible fingers that mastered the intricacies of watchmaking now apply their skill to the manufacture of time fuses.

Women in the automotive industry in the Detroit area work side by side with men. An example is seen in a converted spark-plug plant making machine guns. A New York factory has girls who made suspenders now turning out cartridge pockets, parachute belts, and gun slings. In a Maryland furniture factory women upholstery workers are praised for their speed in making sleeping bags.

The hum of power sewing machines in clothing factories tells of the bee-like activity in this industry. Women are sewing uniforms, underwear, work clothing, and other articles. Some idea of the magnitude of orders may be seen in the estimated 4 million or more officers and men who will have to be outfitted by December. In New England olive drab is the keynote color of the thread mills. The textile mills, rock foundation of American industrialism, are preparing to treble their output of war goods, according to reports from that area. Women manufacture cotton products for military use.

In the rubber industry in Ohio women who used to splice inner tubes are learning new techniques. Rubber landing boats for the Marine Corps, life rafts, flotation bags for planes forced down at sea, rubber vests, and self-sealing gas tanks are assembled from small pieces. Machines used in making rubber heels turn out parts for gas masks. Women seated at tables trim the edges of the masks and assemble them.

A Michigan plant that manufactured vacuum cleaners has converted to gas masks. Girls attach chemical containers to masks while other girls install the head harnesses. Seattle reports that a sawmill has hired its first women employees. They are used in racking and tying lumber. Two women in Illinois are said to be testers for dairy-herd associations—the first time these associations have employed women as testers.

More women are needed in a wide range of jobs in transportation and communication fields. A railroad, for instance, is said to employ women as electrical workers. A dearth of technicians in the radio field is being felt as evidenced by demands for feminine workers.

All of these facts and reports, even the isolated ones, seem to indicate the tremendous task which women must perform. They foretell the dual responsibility American women will have in keeping the home fires burning while helping to keep production lines humming as the war effort progresses.

9/19/4

er Policy
e Set Up

14 Men to Guide Commission in Job Of Mobilizing Labor

A 14-man policy committee to guide the War Man Power Commission in its "fateful" task of mobilizing American labor for maximum war production was set up yesterday by the commission chairman, Paul V. McNutt.

To be comprised of seven national labor leaders and an equal number of representatives of production and transportation management, the committee was established under McNutt's first order as man power chief "to consider and recommend to the chairman matters of major policy concerning the activities and responsibilities of the commission."

The body which was given the title of Man Power Policy Committee and which McNutt said he would consult, along with the Man Power Commission, on all major questions, will hold its first meeting today to discuss basic policies and immediate problems.

Two Unions Represented

The committee, said McNutt, not only will be charged with study of special problems referred to it by the man power head, but will make investigations on its own initiative and will have the authority to formulate man power policies.

Railroad labor and railroad management will have one representative each on the committee, while the C. I. O. and A. F. of L. will be represented by three officials apiece with six war production management executives making up the rest of the committee.

"The Man Power Policy Committee is charged with considering and recommending policies, and also with initiating policies," McNutt said. "Its recommendations will have great weight in determining the fateful steps we shall take."

Members Named

The committee will start work with 11 of its 14 places filled by the following:

Management representatives—R. Conrad Cooper, assistant vice president, Wheeling Steel Corp.; H. A. Enochs, personnel chief, Pennsylvania Railroad; R. E. Gillmor, president, Sperry Gyroscope Co.; R. Randall Irwin, industrial relations director, Lockheed Aircraft Corp.; C. J. Whipple, president, Hibbard, Spencer, Bartlett & Co.

Labor representatives—Frank P. Fenton, organization director, American Federation of Labor; John P. Frey, metal trades department, A. F. L.; George Masterson, president, United Association of Journeymen Plumbers and Steamfitters (A. F. L.); Clinton S. Golden, assistant to the president of the United Steel Workers of America (C. I. O.); John Green, president, Industrial Union of Marine and Shipbuilding Workers of America (C. I. O.); Walter P. Reuther, member, international executive board, United Automobile, Aircraft and Agricultural Implement Workers of America (C. I. O.).

The labor representatives on McNutt's committee also were named yesterday to a policy committee to aid in determination of major production questions with Wendell Lund, director of the War Production Board's labor production division. Through Lund, the committee will have contact with WPB Chairman Donald M. Nelson as well as with other WPB branches.

"No major policies will be made or changed by my division except with prior consultation and agreement of this committee," Lund stated. "This is a representative group of the highest officials of the American Federation of Labor and the Congress of Industrial Organizations. President Green and President Murray have approved this plan and they also will be consulted by me and by this committee on major problems."

speeding up the turning out of war materials.

McDermott Warns All Industry To Replace Able-Bodied Youths

Return to MC

He Says They Will Be Drafted Within Six Months—Tells State Chamber Women, Men Over 45 Must Take Their Places

N Y Times 5/5/42

Declaring that the Army and Navy "come first" in the need for able-bodied men, Colonel Arthur V. McDermott, director of Selective Service for New York City, warned industry yesterday that within six months "tens of thousands" of young, semi-skilled workers would be called for military service.

Addressing the Chamber of Commerce of the State of New York, Colonel McDermott said industry was "still reluctant" to replace the younger men with those over 45 years of age, women and other persons not qualified for military service. Such replacements, he said, should start "without delay."

An exception was made by Colonel McDermott, however, with respect to skilled machinists who have completed an apprenticeship of three to five years, graduate engineers, chemists and others whose skill is based on years of experience. These, he explained, "will be permitted to remain," despite the fact they are young and able-bodied.

Under the Selective Service regulations, Colonel McDermott said, no man may be granted an occupational deferment unless he is a "necessary man." He defined this as one engaged in a war industry who cannot be replaced because of his particular skill and whose removal would cause "a serious loss of effectiveness."

He said that war production plants employed "hundreds of thousands" of able-bodied young men who have no grounds for deferment.

"They must be replaced by older men, and by men with dependents, and by men with physical defects, and to a considerable extent, by women," he declared. "No matter how earnestly industry desires able-bodied young men,t he Army and Navy need them very much more than industry does, and the Army and Navy come first.

"Industry realizes now, as we all realize, what we are up against. Industry is no longer taking on these able-bodied young registrants haphazardly. Industry is employing women in increasing numbers. Industry is cooperating with Selective Service to a marked degree.

"But industry, so far as my observation goes, is still claiming deferments for tens of thousands of those semi-skilled, able-bodied young men, and is still reluctant to obtain replacements by employing and training men over 45 years of age who are exempt from military service."

Colonel McDermott believed that while some of the men over 45 years of age, because of mental or physical limitations, would be useless in industry, "the majority of them are just as capable of being trained for useful work as are the able-bodied youngsters.

"The Army and Navy must have the able-bodied young men," he went on. "They cannot accept substitutes. Industry can and industry must.

"As to the tens of thousands of young able-bodied semi-skilled men without dependents, the men with only a comparatively brief employment or training in a defense plant, it is my prediction that their local boards will call upon them to report for induction before the next six months are over.

"It is up to industry to start replacing them without delay with men with dependents, with men who have minor physical defects, with women, and above all with men over 45, capable and intelligent, who are now tramping the streets looking for jobs.

"I cannot predict all that the future may bring, but I can predict that in meeting the peril which faces us, we are going to place into the Army and the Navy and the Marine Corps and the Air Force just as many men as are necessary to win this war."

Colonel McDermott noted a recent statement of General George C. Marshall, Army Chief of Staff, that by the end of this year the Army would have 4,500,000 men. He said 300,000 men would be inducted this month and that it had been estimated that the Navy, Marine Corps and Coast Guard would have a strength of 1,000,000 men in "the not too distant future."

At the business session the Chamber recommended legislation permitting deductions within statutory limits of life insurance premiums from income taxes. Another resolution expressed the opinion that war morale can be undermined by the government through attacks on business and by publicity "for self-advertising or partisan politics."

A third resolution urged Federal legislation to place the New York State Merchant Marine Academy on a parity with the United States Maritime Academies. The Chamber commended the War Department plan to train large numbers of glider pilots.

during the struggle

MOBILIZATION POLICIES - July, 1942

RB File

WW II
women in
shipyards

WOMEN'S BUREAU
U.S. Department of Labor
Washington, D. C.

July 27, 1942

Mrs. David Honeyman
1728 S.W. Prospect Drive
Portland, Oregon.

My dear Mrs. Honeyman:

The Secretary of Labor has asked me to reply to your letter of July 18th regarding women in shipyards. I am very interested in what you report about the Oregon shipyards.

There has been considerable interest in using women in shipyards and in some places women are beihg trained definitely to do a great deal of the work usually done by men, and the public vocational training authorities in some of the large shipbuilding centers have given this careful attention. The U. S. Women's Bureau has been consulted in this respect, and in addition the Navy Department has approached us with a view to making a survey of ship yards, we have not made such an investigation yet. In the meantime I feel the information we have about kinds of jobs which women can do, based on data gathered in the last war as well as current data on plants in war production now, can well serve as a guide for any discussion regarding women in shipyards.

First, as to definite information on the use of women in shipyards: On the East Coast, at Portland, Maine, women are receiving training to become welders and solderers in the Todd-Bath Shipbuilding Co. On the West Coast, at the Puget Sound Navy Yard, where our agent made a quick tour of the shops last summer, there was the general feeling that women could be brought in; I am enclosing her statement, together with opinions of others she interviewed; you will note women were used in the last war on some of the jobs, but for one type of work were not successful. (By this time, there may be women already employed there). The Mare Island Navy Yard is using women as mechanics' helpers in various capacities. One of our field supervisors (other than the agent mentioned above), who talked with officials and authorities in southern California and at San Francisco early this spring, had the following summary to give us when she was last in Washington:

> In the design departments and drawing rooms, women might be assistants and tracers, but the proportion would be small. In lofting, some women could be used. She did not think women could be used in fabricating and machine shops, in the assembly of ships in the yards, or in outfitting the ship - all these were too heavy, too unsuitable. She thought women might be used to some little extent in the warehouses and stores in the largest yards where some tools might be light enough for them to handle.

In the private shipyards, I do not think the numbers of women would be great, even if women are taken on as a matter of policy, as the work is too heavy or requires years of apprenticeship training. Most men in shipbuilding are older and are beyond draft age, so there may not be much need to have women replace them. I am speaking, of course, of hull work and shipfitting.

Private shipyards sub-contract some of the work, and women are found in many of the small shops manufacturing parts for the ships, and in shops where sub-assembly work is done. When I was in Portland in March, for instance, I visited one of the electrical shops which was furnishing switch boxes and control boxes for ships up and down the Coast, and these were entirely made by women.

The information enclosed about the kind of work women are doing in plants in various parts of the country ("Typical Operations on which women can be employed more extensively in war production) bears out the opinion of Mr. Mc McCarthy and Mr. Lake that women could do the electrical jobs in the ship industry. Women have always been in certain divisions of the electrical industry, so far as peacetime industry experience goes, and their employment now in electrical work for ships could be naturally expected.

As to the union situation: We have, on our staff, a consultant and adviser, employed full time, and working with the unions in an effort to bring about a change in attitude when local unions are opposed to women coming into certain jobs in a plant. So often we find that top officers in the unions, because of their wider contacts and more comprehensive understanding of conditions take the favorable attitude that Mr. McCarthy and Mr. Lake do - but it is another matter to get it interpreted to the rank and file of union locals. This opposition is based, rather naturally, on a feeling of self-preservation, of wanting to keep the jobs for themselves, and not only for now, but these men have a concern over the readjustment that is ahead when the war is over.

The Women's Bureau is working and concentrating its efforts on an orderly induction of women into various war industries. We are endeavoring to have the rate of pay set for the job and not for men and women separately. Where a rate differential based on sex exists, we are trying to get the unions, in their negotiating of contracts, to lessen this "spread", if they find it not possible to wipe it out entirely. I enclose a statement issued jointly by government officials here in Washington regarding this question of rate of pay based on the job itself.

Where there has been occasion and opportunity for our agents to interview management officials of a plant, we have been told that women are giving an excellent account of themselves, that their production record is surprising, they are efficient, and their output meets the schedule set.

Your specific question as to advice on how to get women more quickly into the factory employment picture belongs more properly with the War Manpower Commission, as that is the government agency going into the whole question of labor supply and training, and having wide power in this field. In the last analysis, however, it has been local circumstances that govern the change-over of men to women. Where the labor supply of men over draft age is sufficient, or where it is believed that the men already employed will be able to secure occupational deferment, interest in employing women (and in getting some trained in advance) is not very momentous. As you know, some jobs have already been put in a "priority" class. Quite separate from the question of replacing men with women, is the situation in a plant where additional employees are to be hired, and in such a case many employers are giving women first consideration so as to have a stable working force for the months ahead.

My definite suggestion would be for you to discuss the Oregon shipyard situation with the U. S. Employment Service officials in your State. Their knowledge of all factors operating in that area, together with policy decrees issued by the War Manpower Commission, would form the best informational basis on which to start a campaign for more women employees in the shipyards.

I am returning Mr. McCarthy's letter, and the newspaper clipping about Admiral Fisher.

Sincerely yours,

Mary Anderson, Director

MA
RFN-EChristman
EC

COPY

Mrs. David Honeyman 1728 S. W. Prospect Drive Portland, Oregon

July 18th.
1942

extra copy

Hon. Frances Perkins
Secretary of Labor
Department of Labor
Washington, D. C.

My very dear Frances:

First how are you? And don't forget to tell me.. Do you recall my writing you about a Mrs. Maude Thames who was the originator of the plan for mobilization of women in Oregon? A complete registration was made over the entire state and it is from these lists that women are now being called to help fill the labor shortage in various fields.

You know Mrs. Thames gave the aggenda to Mr. Stoll who took it to Washington where it was approved and I think some machinery was set up to carry out the idea. However, Mrs. Thames was left completely out of the picture both here and in Washington. It was kind of a mean trick as she had worked on the idea for many years and concentrated on its full completion for the past two years.

Now comes another chapter on women in industry. Enclosed is a letter addressed to me by T. J. McCarthy who is an electrical workers supervisor at the Oregon Shipyards (Kaiser Shipbuilding Co.) Also a statement made here recently by Admiral Fisher when he was in Portland to award the Navy E Pennant to the Electric Steel Foundry Co. It seems to be a growing realization that more women will have to be put on in these industrial plants.

The situation today in the Oregon Shipyards is this. There are about 25 women employed in the electric shops doing work that requires finger dexterity and which they do far better than men. To date there are three women welders. I believe this small number are all widows of service men. In connection with service men it would be a great help to those with families if the wife could augment the income where the husband is doing his military service.

McCarthy and Lake, who is the head of the A.F. of L. Electrical Workers Union both feel that there are many men in this shipyard alone who are doing work which could be done by women and which would release men for heavier work. As there is a shortage of labor this would relieve that situation. For instance there are some 250 men now working in the shops on work women can do--repairing wire cords, fitting sockets, cable measuring (which is done automatically on a wheel), running time clocks, checking (now paying $1.00 per hour). There are not enough marine wiremen at Swan Island Yard so some will have to be drawn from the Oregon yard. Also women could feed the men for heavy setting.

- There are already training schools at the plant for the men so women could be included in them. It does seem to be the time that this potential force should be put into action, and once under way I believe it would go right ahead.

I am interested in the fact that the wish to push it ahead came from a man. McCarthy says that of course there are some superintendents and so forth who are opposed to having women employed there but he thinks even the management is leaning more to the idea, particularly when the President and such men as Admiral Fisher are in favor of it.

What is your advice on how to get it moving? Can your Department do anything to expedite it? I don't mean a direct order but perhaps a firm suggestion that these industries adopt such a policy. If there is a shortage of men for the military forces certainly this is a way to correct it. I know of a great number of men who are relieved of military service because they are defense workers. Of course the big pay is a great inducement but if we need men and women can do the work--what?

Well there it is for your consideration. Let me know what you think. Also let me know if you are taking any vacation this summer and if you are coming this way within a reasonable length of time. I would so like to see you. I am getting along well here I hope, I hope, I hope and really think I am.

Much love as always from

(Signed) Nan

C O P Y

2743 N. E. 29th Avenue
Portland, Oregon
July 11, 1942

Mrs. Nan Wood Honeyman
Y. S. Custom House
Portland, Oregon

Dear Mrs. Honeyman:

In a recent newspaper article the President said there are two million women through-out the nation that shall move into industrial plants, ship yards, etc., where they can be made useful during the duration.

I am in a position at the present time, as supervisor of one of the largest ship building organizations on the west coast, and feel it is my duty as a citizen of the United States to express my views and also to do my part to analyze and help perfect the President's wishes in the employment of these women.

In my daily routine of work I find there are dozens of places, even in the present plant where I handle the electric craft, and where we now have in our employ in the neighborhood of fifty women, that women could be used. There are so many types of work that these women can do, and do well, when properly trained when they come into our institution, such as repairing cords and equipment, taking care of electric stock room, stock cards and general inventory, handling tools and equipment of light nature to supply the workman when required.

Of course, there are a lot of things that confront the women where there is mass production going on - and I know the present company I am with would be willing to see they had the proper facilities, such as proper housing, sanitary conditions, and maintained in proper manner. They should be garbed in standard uniforms and instructed as to their duties. The greater part of the work they would be doing would not be in direct contact with men, however, they would be replacing men and doing their job just as efficiently.

I have been making quite a study of this particular situation for the past six months and realize we must conform ourselves with the problem of women replacing the men in a great many places but there are a lot of things to take into consideration in setting up these conditions.

I feel that you with your broad experience and knowing all the industrial plants in this location could present this to the proper source in Washington so we could get it operating all along the coast.

Altho I have a very fine position with the company I am with and am very happy with my work, having been in this business for forty years right here in Portland - I feel it is my duty to assist in getting it organized all over the United States and employ all the women the President had in mind. So if you can assist me in making contact with Washington, D. C. I will be very appreciative.

Yours sincerely,

F. J. McCARTHY (Signed)

July 23, 1942.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

WOMEN'S CONTRIBUTIONS TO THE WAR EFFORT

A Statement by Mary Anderson, Director, Women's Bureau, U. S. Department of Labor.
Sent to the National Federation of Business and Professional Women's Clubs.
For use in connection with Business Women's Week, October 11-17, 1942.

Women's contributions to the war effort are still so much in the making, and so greatly varied and widely scattered that a complete over-all picture is not yet available. When it is, women's vital share in the fight for victory and democracy will stack up to heroic proportions. But already many reports emphasize women's all-out response -- in the far-flung theatres of war, on all sectors of the labor front, and among the ranks of the volunteers.

Over a million and a half women are said to be in war employment. Some have been headlined and spot-lighted for their spectacular performances. But the vast majority are working inconspicuously and indefatigably behind the scenes helping to keep the wheels of industry turning and to speed up the whole war program.

Thousands of women are serving -- and often gallantly -- with the armed forces, as nurses, social workers, technicians, and so on -- behind the lines of battle overseas, and in the cantonments on our own soil.

Employed in less dramatic but none-the-less useful war services in the United States Government are steadily growing numbers of women -- thousands as secretaries, stenographers, typists, file clerks -- other thousands in industrial, mechanical, professional pursuits.

A few women are functioning effectively in top-ranking Federal positions, concerned with a wide range of subjects as related to the war. To several of these women goes the credit for initiating the Women's Army Auxiliary Corps, the first in our history.

Honorable mention should be made of those women experts who take time from their private endeavors to serve as consultants to the Government on questions pertaining to labor, womanpower, merchandizing, Army feeding, selling war stamps and bonds, for example.

In private enterprises devoted to war work a few women have reached phenomenal pinnacles, holding key jobs as [illegible] engineers, executives, personnel directors. Recently in the limelight were the ace aviatrix who after flying a bomber to England trained 25 other American women to ferry military planes -- the woman architect who makes ship models -- the president of a company manufacturing cable grips for battleships -- the eminent woman journalist, one of three persons awarded the 1942 gold medal of the National Institute of Social Science.

Deserving commendation for their enterprise and success are the young women, trained in mathematics, physics, chemistry, who have blazed trails as pioneers into laboratories of war industries.

Also, great tribute is due the unflagging women in many other lines of war work. The constantly growing thousands of women on production lines, helping to turn out planes, guns, shells, tanks, uniforms, shoes, and a countless variety of war equipment -- the thousands of office workers in these plants -- the vigilant telephone operators and other service workers -- and particularly those women running their own business who have adapted or converted their enterprises to a war basis.

We could go on and on, rounding out the roster. In fact, almost all the rest of the nearly 14 million employed women in the country, though not definitely classified as war workers, are rendering valuable service essential for the maintenance of our home defenses and the morale of our people.

100.0	100.0	100.0	33.3
75.0	[illegible]	[illegible]	[illegible]
[illegible]	7.8	[illegible]	10.7
15.1	3.6	[illegible]	7.1
[illegible]	52.4	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	11.6
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[illegible]	4.2	[illegible]	[illegible]
[illegible]	2.1	20.2	[illegible]
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[illegible]	[illegible]	12.8	[illegible]
[illegible]	3.6	1.3	[illegible]
0.9	1.5	0.6	54.2

Comparison of Census and of Social Security Board estimates

	Total		14 to 64 years		14 to 44 years	
	Census 1940	SSB Estimate 1942	Census 1/ 1940	SSB 1942	Census 1940	SSB 1942
Total			45 654	46 695	33 050	33 554
Without children under 5			38 274	39 959	25 840	26 944
With children under 5			7 380	6 737	7 209	6 610

1/ Assumes that women 14 to 17 have no children

(M)arital and parental status of women 14 to 64 and 14 to 44 years
(Source: Social Security Bulletin, July 1942)

Parental and labor force status	Total women 14 years and over	14-64 years	14-44 years
Total women	51 614	46 695	33 553
With children under 5	6 737	6 737	6 610
In labor force	532	532	525
In home housework	6 205	6 205	6 085
Without children under 5	44 877	39 959	26 944
In labor force & in home housework	37 866	34 608	22 254
In labor force	14 320	13 948	11 082
In home housework	23 546	20 660	11 172
In school, unable to work, in institutions[1]	7 011	5 351	4 690
In school	4 106	4 106	4 106
Unable to work	2 447	902	373
In institutions	458	343	211

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[1] Some few of these probably had young children; the groups included with women without children.

FUTURE RELEASE

PLEASE NOTE DATE

WAR DEPARTMENT
Bureau of Public Relations
PRESS BRANCH
Tel. - RE 6700
Brs. 3425 and 3438

July 1942

FUTURE RELEASE

FOR RELEASE IN P.M. PAPERS, WEDNESDAY, JULY 1.

WOMEN IN ARMY PLANTS PROVE ADEQUATE AS REPLACEMENTS

Government operated arsenals, ordnance and supply depots, air fields, communication centers, and manufacturing units are finding American women adequate as replacements for men, the War Department is informed.

Information regarding the employment and training of civilian women in such Army maintenance and manufacturing plants has been issued by the War Department Office of Civilian Personnel and Training, of which Mr. William H. Kushnick is Director.

For the past year, a large number of women have been given classroom and on-the-job training for making guns, tanks, parachutes, bombs, clothing, and many other items for war use. Women are now employed by the War Department at the Aberdeen Proving Ground, Maryland, for the first time since this testing point was established in 1917.

One-fourth of the 700,000 civilian employees of the War Department are women, many of whom are working in technical and supervisory fields, some being trained as replacements for men who have joined the Army.

Women are being hired in steadily increasing numbers in the Ordnance and Chemical Warfare Service arsenals, and the Signal Corps, the Quartermaster Corps and the Air Corps depots. Through the United States Civil Service Commission and the United States Employment Office, women are supplied with application blanks for jobs for which they consider themselves fitted. In many instances, once accepted, they are paid while undergoing instruction.

MORE

Several hundred women are now working in the fuse assembly shops of the Ordnance arsenals, which manufacture the guns, bombs, and other fighting tools for the Army. There are also several hundred women working as inspectors and engineering aides in these plants.

In the Quartermaster Corps, which manufactures and procures the soldiers' clothing, thousands of women do various types of textile work. They are successfully filling positions as inspectors, color testers, chemical workers, precision metal workers, and storage and distribution clerks. The Philadelphia Quartermaster Depot is now giving women training for the position of Under Textile Inspector. Before the present war emergency, this job was held only by men. Women candidates for such appointments are given a three-month in-service training course.

The Army Air Forces are gradually adding women mechanics to the air fields throughout the country as a part of its program to employ 25,000 women during the present calendar year.

Aberdeen Proving Ground is the main testing facility for the guns and other firearms used by the Army. This unit employs 150 women. These are the first women to be assigned to disassembling and cleaning materiel for proof firing. They also reslush the materiel after firing in preparation for shipment to the using service of the Army. Before the war most of them were clerks, stenographers, or salesgirls.

Training for these duties was given on-the-job by instructors chosen from the skilled employee groups. While the appearance of women on the proving ground caused a stir during the first days of their instruction, they are generally accepted now as part of the routine force.

DISTRIBUTION: A, D, E, Ea, G, H,
I, J, K, La, M, N.

END

4:15 P.M., 6-26-42

WOMEN'S BUREAU
U. S. Department of Labor
Washington

July 1, 1942

WHAT THE WOMEN'S BUREAU IS CONTRIBUTING TO WAR WOMAN-POWER POLICY

There never was a time before in this country's history when women workers were needed so desperately and on so vast a scale as is the case today. By the end of next year it is estimated conservatively that over 17 million 1/ women will be employed in this country, at least 5½ million of them on war work. This is at least 40 percent more women than the highest peace-time employment this country has ever reached. Women, who are now 25 percent of the labor force, will then constitute nearly 34 percent of the labor force, 1/ (38 percent, if agriculture be omitted).

Woman power must be rapidly recruited, quickly trained, adequately conserved, and utilized in the most effective way - that is

(1) On jobs women can best do, and

(2) Under conditions found necessary for their best work.

NEED FOR BEST METHODS IN USING WOMAN POWER There is great need in today's Man Power and Woman Power situation of a personnel experienced in the use of woman power. It was to meet exactly such a need in World War I that the Women's Bureau was created - to formulate standards and policies for the best utilization of women workers. Today the Women's Bureau has an experienced staff, more able than any others to advise on this particular subject, and thus to assist the Manpower Board.

We know the processes women can perform well in the key war industries.

We know what plant conditions will secure maximum production with women workers in war factories.

We know what community needs and what basic living conditions will attract and hold the necessary woman labor force and will prevent high labor turnover among these workers.

In our serious situation today, these things are not to be merely guessed at or experimented with. There are known facts and conditions that should be observed.

1/ This includes war work, consumer goods production, farm labor, and all other industries.

MOBIZATION POLICIES- AUG. 1942

X-2138

~~Jordan~~
~~Alexander~~
Return ~~[illegible]~~ to Rohman

OFFICE OF WAR INFORMATION

WAR MANPOWER COMMISSION

For Immediate Release
Saturday, August 8, 1942

PM-3851

Findings of discrimination in employment against minority groups in violation of Executive Order 8802 previously issued by the President's Committee on Fair Employment Practice of the War Manpower Commission against two war manufacturing firms have been vacated by the Committee, Lawrence W. Cramer, Executive Secretary, announced today.

The Carl L. Norden Company of New York City, cited for discrimination against Negroes, and the Titeflex Metal Hose Company of Newark, New Jersey, cited for discrimination against Jews were the firms involved in the Committee's actions.

Both companies had requested a review of the Committee's findings and an opportunity to give an oral argument on the record of testimony taken at the New York public hearing of the Committee last February where both the Titeflex and Norden Companies were called to answer charges of discrimination. The requests were granted and counsel for the companies appeared before the Committee in its Washington offices on July 21, 1942.

The Carl L. Norden Company, according to reports furnished by the United States Employment Service, submitted discriminatory specifications for "white Christians". The Company pointed out that it was unable to discover any official or person in its employ who had submitted such discriminatory orders. It contended further that it retained a personnel manager on or about June 1, 1941, and that since that date all employment had been carried on through him and no discrimination had been practiced. The Company stated that it had no Negroes employed in its New York Plant for the reason that none had applied. Negroes were employed, however, in its Indianapolis plant, it asserted.

The Titeflex Company was cited on the basis of an advertisement carried in a Detroit daily paper for engineers specifying "gentile" and on a report from the United States Employment Service that notations of Catholic or Protestant had appeared on three of the company's requisitions. The Company contended that it had no knowledge of the insertion of the discriminatory ad and that it was not responsible for the placing of the notations on the requisition cards in the office of the United States Employment Service. The Commission of Economic Problems of the American Jewish Congress which had made the original complaint of discrimination, admitted that the company had disproved the charges and Local 260, United Automobile Workers of America, informed the Committee that it had found no evidences of discrimination by the company.

Miss Shannon

CONFIDENTIAL

Office of War Information
Bureau of Intelligence
Sources Division

George S. Pettee August 5, 1942

Meredith P. Gilpatrick)
Robert Eisner) Private Sources Section MPG.

STATEMENTS OF PRIVATE THOUGHT LEADERS ON WOMEN AND THE WAR

Introduction

Few outstanding private thought leaders spoke on the topic of women in the Second World War, if we except the spokesmen of women's organizations themselves. But the absence of thought leader attention to this topic is no measure of its national importance or of the intrinsic amount of activity taking place on the part of women.

To begin with, two over-all observations may be made on American women's participation in the war effort. First, it is very much more extensive and intensive than one would from casual reading of the press assume. Second, there appears to be a high correlation of feminine leadership to parallel that among their husbands. To illustrate with but three cases: the wife of Dwight Davis is national director of Volunteer Special Services of the Red Cross; the wife of Archibald MacLeish is assistant director of the same organization; and the wife of Quincy Wright is Chairman of Foreign Policy Division of the National League of Women Voters.

Women become reservoir for new labor

The fears of many industrialists, such as, William S. Knudsen that doubling, tripling, etc., of American war production would run up against a shortage of labor has in part been avoided by the splendid response American women have made by entering factory employment. But the reservoir of female labor has been tapped not only for industry, as will be seen later, but to greatly expand traditional social services already manned by women, such as, Red Cross, school teaching, play ground direction, etc.

The American Women's Volunteer Service itself, however, has taken over many duties not traditionally those of women, for example, to maintain messenger service and telephone services in emergency, O.C.D., etc. Boston is still debating whether women should be allowed to be air raid wardens, but elsewhere they frequently function as such.

Training for War Jobs

That American women are truly intent on becoming a permanent part of the war effort will be seen if we survey senior high schools, vocational schools, and colleges in regard to training for war jobs. Glancing over the newspapers of the past sixty days we find the following schools offered war courses open to both men and women: Catholic University, Massachussetts Institute of Technology, Carnegie

Institute of Technology, Pennsylvania State College, University of Pittsburgh, University of Wisconsin, Hunter College, and Stanford University. The war courses offered at the foregoing schools, plus senior high schools and vocational schools range from concrete design, optics, magnetism, etc., to fundamentals of mechanics, dairy testing, and bomber design. A further perusal of the press reveals that the girls and women enrolling in these courses are making an excellent showing, and that whether learning welding technique or mechanical theory they have won the admiration of their instructors.

Participation in Industry

It is hard to name a phase of industry and business life that, as men have been increasingly taken by Selective Service, women have not entered. They work as clerks, mechanics, gasoline station attendants, lathe operators, and skilled machinists. In many war plants they constitute a majority of the labor force. The Manpower Commission listed 1860 war jobs open to women. The United States Employment Service has done and continues to do a fine job of publicizing the need for more women in industry.

Discrimination against Negro Women

In Los Angeles an official of U. S. E. S. disparaged the interest of Negro women in the war effort. The incident was brought to the attention of a Negro pastor, and there was immediately a mass meeting of over a thousand Negro women who asserted emphatically their patriotism. Through the local Negro Victory Committee and delegations from the mass meeting, Negro women brought pressure to bear on the United States Employment Service and on industry to break the bars against employment of Negroes and enable Negro women to make their full contribution to the defeat of fascism.

Semi-Military Organizations: WAACS and WAVES

The mustering in of over five hundred officers in the Women's Auxiliary Army Corps in Des Moines, Iowa, under Lieutenant Colonel Oveta Culp Hobby, marks more than the establishment of a feminine branch of the United States Army; it indicates that women's participation in the war will be more intimate and direct than ever before. Upon the proposal of setting up of a woman's naval auxiliary, to be called WAVES, Representative Vincent of Kentucky tried to stage a one man opposition in Congress. But he roused no answering support either in the capitol or in the nation. On August 3, Miss McAfee, President of Wellesley College, was sworn in as the new head of the Women's Auxiliary Volunteers for Emergency Service to aid the United States Navy. It is significant to note that no private thought leader ventured any public comment on the occasion of the inauguration of either organization.

Women Physicians

In view of the tremendous dearth of trained physicians available for the armed services, it might be supposed that the Army and Navy would now be willing to grant commissions to women doctors. But the American Medical Association in June for the third successive year refused to recommend such action. The real source of the opposition, it is reported, however, continues to come from the Army and Navy medical corps officials. This refusal to break with convention is viewed with considerable hostility by many who feel such a convention an unwarranted luxury in wartime. Commenting on McNutt's statement that 5,000 more doctors are needed in the Army before July 1, Dr. Emily D. Barringer of New York said, "the American Medical Women's Association has 2,500 members lined up and ready to serve if only they are given the same rating as men."

Effect of New Opportunities on Woman's Personality

At a New England Conference on the Family, Dr. S. E. Goldstein, sociologist, said that the relatively few hours spent at home by the father today ~~was~~ were turning America into a matriarchy. Professor McDougle, sociologist from Goucher, suggested that the present war might jar the middle class wife out of her present life of parasitic ease. Not to make any judgment on the merit of either comment, we must pass to the majority situation of the wife of the average wage earner. Here, as in England, the wife cannot be employed in industry without deleterious effects on her family unless she can procure some sort of state or community care for her children. Thus, whether the character of the American home will be changed by war does not depend so much on the will of the woman as upon whether she can secure some one else to perform her duties in her absence.

As touched upon earlier, women are pressing into every occupation, but the more capable of them feel that the high executive positions in the war effort are still the exclusive prerogative of men. This complaint was voiced with force by Mrs. Minnie L. Moffett of Dallas, Texas, president of the National Federation of Business and Professional Women's Clubs. Speaking in New York City Mrs. Moffett charged that not a single office in the war agencies in Washington had a women in a position where policy was made and determined.

Women in labor relations

An interesting angle on the factor of women in labor relations is revealed by the petition for an election to determine a collective bargaining agent in the Sunbeam plant in Evansville, Indiana. Here, the management offered as an argument against the election the fact that it intended to hire many women and hence the present force, largely composed of men, should not select a union, as this would be unfairly binding the future employees. Such a situation is a dangerous one with potentially serious repercussions. For any widespread adoption of such principles would give labor reason to fear that employment of women was being used, as it was many years ago, to smash unions and ultimately undermine working standards. Union opposition to employment of women, which employment will probably increase with accelerating speed in the near future, would be most undesirable.

Post War World

That our present generation has produced a crop of mature and competent women no one can deny. A look at the list of ten club women invited to speak at a round table on "Woman and the War" sponsored by Free World in July should confirm this fact. Four prominent women on the panel were: Mrs. Ella Burns Myers, Vice President of General Foods; Mrs. Dorothy Dunbar Bromley, Author; Miss Jannet Flanner, foreign correspondent for the New Yorker; and Mrs. Raymond Gosselin, National Administrator of the American Women's Volunteer Service.

The concensus of opinion of this distinguished group of women was: women must be better educated and organized to act politically; women had a special stake in the war; international federation of Democracies might be a solution of present world problem.

Several things are already assured about the post-war world. First, American women are aroused to the need to plan for a better world order now. Second, as put by Mrs. Linda Littlejohn, Australian feminist, they want a seat at the peace conference. Third, they are determined to see that America follows through "in building a new world order, or as put by Representative Mary T. Norton, avoids 'short-sighted' policies of 1918 and following."

Relative Silence of Private Thought Leaders

But among private thought leaders there were very vew expressions. Eleanor Roosevelt several times voiced a demand for greater feminine participation in the war. An instructor at the University of Arizona remarked that women are as capable as men in the University's machine shops. A psychiatrist praised the high calibre of WAACS. And a few labor spokesmen demanded that consumers, chiefly the nation's housewives, be given a more active part in price control. Leaders of a few women's organizations have appealed for greater understanding by women of the issues of the war, of its importance to them and of their role in it, and greater participation by them in the task of making it a democratic victory. A few employers have stated that women have been highly successful workers. But on the whole, private thought leaders have done little to mobilize the tremendous army of femininity in this war.

Summary

Private thought leaders have not given the topic of women's participation in the war effort attention commensurate with its importance. With increased opportunities for training and with the great need for workers, women are proving a giant reservoir for new labor. Their participation is large and growing in industry, in relief work, and even in semi-military activities. Prejudice against this increasing role of women is not generally evident. However, various leaders have complained that such prejudice has thus far served to keep women from receiving commissions as physicians in the armed forces and from serving in executive positions in Government war agencies.

Increased women's participation in our economic life has important concomitant effects. New problems of family relationships are raised. Growing need for women workers raises the issue of public nurseries for children of working mothers, a necessity if many women are to take jobs in industry. Women in war work affect the labor market, strength of unions, and labor relations in general. The issue of racial discrimination is sharpened or at least extended. With increased participation of women in the war, leaders of women are urging upon them an increased attention to the problems of a world at war and of the post war world.

RECOMMENDATIONS

1. Build efforts to mobilize women in the war into a major information drive. Explain what the nation needs, what women can do. Cite, as examples, the work of women in China, Britain, and Russia. Use appropriate government agencies, such as the United States Employment Service.. Activate private thought leaders, who have been notably deficient in leadership in this field. There is little opposition to full use of women in the war effort. There is too little active support.

2. Ridicule archaic conventions as to "proper work for women", which interfere with full utilization of women in the war effort. Stress women's capacity for both arduous physical labor and executive responsibility.

3. Insure against use of women for ulterior purposes such as glutting the labor market, weakening unions, and prevention of employment of Negroes. Conferences of government, employer, and labor representatives would both help to avoid these pit-falls and be valuable in planning fuller employment of women.

4. Secure women's cooperation as consumers in enforcement of price control and prevention of inflation as urged by Ruth Ayres of the Consumer Division of the Office of Price Administration. The use of volunteer women inspectors to check on enforcement of retail prices proposed by Eleanor Roosevelt in June might be tried.

[illegible]

~~Pending~~

Mr. George Pettee August 4, 1942

D. W. Smithburg

Government Statements on Women

Introduction

Most statements of government spokesmen concerning the place of women in total war have emphasised three things: (1) The place of women in the labor force, (2) the usefulness of women in the armed forces, (3) and the contribution of the various women's volunteer services. There have been a few other general statements concerning women in wartime. These will be considered as (4) Miscellaneous. By far the greatest number of statements have been made on the first subject - women in the labor force (See memoranda on Labor April 7-13, May 29, July 7).

Analysis

Women in Labor. As labor shortages began to appear there was a general recognition that the places of men in the army, and the new jobs opening due to the expansion of industry would have to be filled at least partially by the recruitment of women. In a release on March 10, the Census Bureau pointed out that "only a relatively small increase in the labor supply can come from the male population" and estimated on the basis of preliminary figures that "the maximum movement into the male labor force can hardly exceed two million." On June 3, the Manpower Commission pointed out in a release that "we have reached the time when we must depend increasingly, as the President said in commenting on his Executive Order establishing the War Manpower Commission, upon our reservoir of woman power."

Just how great the need for women in the labor force would be varied with various estimators. On April 26, Thelma McKelvey, stated in an interview that "the number of women in industry would grow from the present figure of 1,000,000 to 4,000,000 by the end of next year."[1] The Commerce Department suggested that 6,000,000 women would be needed. Other spokesmen have made estimates varying from two to five million. On May 2, Paul McNutt "predicted that a million or more additional women will be employed in war industries this year, and the 1943's expansion of war production will bring women into war jobs rapidly to a probable total of 4,000,000..."[2] However, on June 1, in publishing a list of manpower needs, the Manpower Commission estimated that 2,000,000 more women would be drawn into war industries. On July 18, Miss Mary Anderson of the Department of Labor, estimated that "two million more employed women will be needed by the end of 1942, and at least 5,000,000 more women than are employed now will be needed by the end of 1943."

[1] N.Y. Times April 27, quoting the Times

[2] Quoting release

The confusion, however, seems more apparent than real. Miss Anderson's figures may mean total employment while those of the Manpower Commission refer only to war industries. About 1,000,000 women are now employed in war industry and about 13,000,000 American women are employed in some capacity.

That women constitute the largest labor reserve has been repeatedly pointed out. On May 11, the Department of Commerce issued a statement which pointed out that "the chief reserve of labor supply is among women 18 to 44 years old. At the time of the 1940 Census there were 18.2 million women in this age group who were not in the labor force but able to work and not in institutions, and this number has probably increased to about 19 million since that time." But the supply of unmarried women is very limited. "The women who tend to be most readily available for employment are unmarried women, comparatively few of whom are responsible for keeping house and caring for a family. Nevertheless, the 1930 evidence indicates that only a minor part of the 6 million or more additional female workers could be taken from the ranks of unmarried women, since there were only 2.7 million single, widowed, or divorced women between 18 and 44 years old who were not gainful workers."[1] Another report indicates that "the largest part of the nation's labor reserve consists of women whose usual activity is home housework..."[2] In addition to married women, however, there are many "girls from 16 to 18 years old, many of whom will go into the labor force on completion of high school this year or next."[3] As to the total number of women available for employment, Miss Mary Anderson, March 5, estimated that "nearly 6,000,000 women can be recruited this year for war work."

On April 10, the President announced that a voluntary registration of women was being considered, but the plan was shelved on May 1, when it was found that there were more women available for war industry work than there were jobs available.[4] On the following day Paul McNutt announced that "no early necessity of a nation-wide registration of all women is foreseen." He pointed out that "the U.S. Employment Service has 1,500,000 women registered already who are looking for jobs." On July 30, however, the New York Times reported that the President had directed the formulation of a National War Service Bill which "probably will call for the registration of 42,000,000 women between the ages of 18 and 65, supplementing the recent registration of all males between the ages of 45 and 64. Not that all of these women would be utilized in the war program, but it is hoped that the registration will reveal the maximum number that may be obtained in order to fill several million jobs which will be available in the munitions industry."[5] Of some political interest in this connection was a resolution of the Catholic Daughters of America which opposed registration of women on the grounds that "there is no present need to draft or lure American women from the home for war work."[6]

Although registration of women was at least in the contemplative stages, the number of women willing and able to work was outrunning the number of available jobs for them. On May 1, a report of the U.S. Employment Service indicated that "immediate prospects of a great increase of women workers were small."

1. Department of Commerce, May 11, 1942
2. Department of Commerce, March 10, 1942
3. Department of Labor (Mary Anderson) July 18, 1942
4. New York Times, May 2, 1942
5. Quoting the Times
6. New York Times, July 30, 1942

Although several reasons, including habit and employer reluctance, limited the number of jobs available to women workers, the chief reason was the lack of skills. The great labor shortages were showing up in the skilled brackets, and, it was pointed out "women will not add to the supply of skilled labor immediately."[1] However, some progress in the direction of increased employment of women, was noted when the Department of Labor reported that between April and May "nearly a half million women were placed in jobs."[2] However, a survey carried out by the U.S. Employment Service concluded that women could perform 80% of the jobs in America's key war industries, but that "special training would be necessary to equip most women for the jobs which they are considered capable of filling."[3]

But the reports on the capabilities of women in war work were generally optimistic. William Knudsen, on March 7, 1942 said that women are proving excellent for light jobs in war industries and urged that "more and more of them be used because they are so nimble fingered."[4] In a series of articles entitled "The Biggest Personnel Job in History," the Manpower Commission seconded General Knudsen's statement: "Women can do many of the things which men do in war factories. Indeed for some jobs, for delicate work about arsenal or munition plants or for skilled work in aircraft factories, they may be actually superior to men." On the other hand in certain trades women are not so successful -- in shipbuilding, for example, the "work is peculiarly unsuited to women; it is the heaviest sort of work this side of the steel mills, but it is clearly possible to transfer men workers from other industrial jobs replacing them, in turn, with women."

There were efforts to get around the prejudice against women factory workers which still inhere in many plants. For example, Channing Dooley, of the WPB Labor Division pointed out in March that, "women do not change jobs as often as men. Good supervision, satisfactory working conditions, adequate wages, and fair treatment will hold women to their jobs and thus, by decreased turnover, reduce overall training time." The Manpower Commission pointed to English success as an argument. "Women workers in England are from 30 to 40 per cent of all the employees in military aircraft factories; in some British factories making aircraft engines fully half the workers are women." They also suggest that the women be given equal pay for equal work because "the commonest objection to widespread employment of women in war industry, and objection which stems partly from memory of the last war, is that they too often have been hired at lower wages, with a resultant lowering of pay standards. This objection was met in England and has been here in most instances by specifiying equal pay for comparable work."

The answer to the problem of labor shortage while 1,000,000 women were registered with the U.S. Employment Service would seem to be in training the unskilled to handle war jobs. "The importance of training women and the importance of training (them) now -- cannot be overemphasised."[6] But the Women's Bureau in

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1. WPB Labor Division (Thelma McKelvey) March 27, 1942
2. Release, July 18, 1942
3. New York *Times*, May 23, 1942
4. Evening *Star*, March 7, 1942
5. June 3, 1942
6. Thelma McKelvey, WPB March 27, 1942

the Department of Labor reported that "the lack of a uniform policy in the employment and training of women is shown clearly in a recent Women's Bureau study of women workers in the manufacture of instruments."[1] How widespred was such a condition was not reported. On July 18, Mary Anderson reported that "of the nearly 30,000 women enrolled in pre-employment and supplementary vocational defense training courses as of April 30, not far from 40 percent were reported in avaition services." But on May 2, "Mr. McNutt made public a report from Aubrey Williams, National Youth Administrator, showing 90,000 young women are in NYA projects perparing for jobs, more than half of them for mechanical and workshop production jobs in war industries.

"When the demand for women workers increases,...It will be possible to train them relatively quickly, since more than 60 per cent of the expected job openings for women in war industries are in occupations which require less than six months of training; almost 40 per cent require two months or less of training. Once there are actual jobs for which they are needed, we will be able to recruit millions of women for war jobs.

"Women have responded enthusiastically in the past, and millions of them are now waiting eagerly for a chance to work. More requests have been received for training than we have facilities for." In the same report Mr. Williams disclosed that "in the eight-month period July 1, 1942 - March 1, 1942, 14,000 young women went into manufacturing industry jobs from NYA projects; 31,000 into non-manufacturing industries, and 23,541 into jobs in unspecified industries."

Women in the Armed Forces. Both the Army and Navy established auxiliary services for women, in which they will perform non-combatant duty and thus free able bodied men for service in the field and on the sea.

W.A.A.C. Mrs. Oveta Culp Hobby, after being sworn in as Commander, told a press conference that WAAC members will be assigned 62 different jobs. She also announced that members of the organization will be subject to military discipline and modified military training.

In selection, officer candidates must be U.S. citizens, 21 to 45, high school graduates, in good health, and of excellent character. After the initial group all officer candidates will be picked from the ranks. The Army policy of segregation of negro women will be followed, it was announced. The first group of officer candidates began training July 15. Recruitment of enlisted personnel began July 20, with first preference being given to women with occupational experience. The first training course for enlisted personnel will begin August 17, at Fort Des Moines, Iowa. Recruitment will reach 800 a week in October.

On July 20 it was announced that 40 Negro women, chosen in nationwide competition would enter officer's training with the first group of candidates. the proportion of Negro women to whites was about 1 in 10.

The first trainees were composed chiefly of occupational specialists. "Members of the corps will also be used as members of the Fighter Command Operations and Filter companies of the aircraft warning systems at present manned by volunteers."

1. Mary Anderson, March, 1942

WAVES. The navy also set up a women's branch, under Miss Mildred McAfee, president of Wellesley College. The first group of WAVES will be composed largely of teachers, technicians, and administrative officers. It will begin training October 1 at Smith College. Women with enough teaching or technical experience to qualify as instructors will be kept at Smith to replace navy officers temporarily on the faculty. Some of the officers also will be trained as instructors for the midwestern women's college which will begin training 10,000 enlisted "waves" around November 1.[1]

Candidates for officers must have a bachelor's degree or two years of college and two years of business or professional training. While the qualifications for enlisted personnel have not been officially announced, it is assumed that a high school diploma will be required. In contrast to the army, which will select all but the first group of officers from its own ranks, it appears that the WAVES will follow navy policy in bringing officers into its ranks directly from civilian life. Officers must be between 20 and 50 years of age, midshipmen between 20 and 30, and enlisted personnel must be between 20 and 36. They are to be regular members of the naval reserve with the same ranks and pay as the men in corresponding positions. This is in contract to the army policy of giving different titles and a separate pay scale to the W.A.A.C. The women will be trained in specialized work such as cryptography, clerical work, courier service and communications.

Women in Volunteer Work. One of the most striking contributions of women are in the various volunteer services such as the Red Cross, activities in OCD, and miscellaneous other functions -- some of these sponsored either directly or indirectly by the government. A careful survey of the materials in our files showed few reference to the services thus performed by women.

On July 29, a National Information Bureau was established to coordinate all phases of women's volunteer services. Its function will be one of liaison and of information. It was launched with the approval of the Office of War Information and the Office of Civilian Defense. At the launching of the new organization Lieutenant Colonel Lewis F. Latimer offered the help of the army and described the organization as an aid in preventing a "waste of women's time in unauthorized and haphazard activities." The organization will begin its activity by launching a house to house census of all women power available for war service in New York and other selected areas, establishing a model to be followed in a later, wider census.

Miscellaneous

Day Nurseries. Jonathan Daniels, assistant director of the OCD warned on May 30 that it may be necessary to setup "a system of day nurseries on a scale never before contemplated" may be established in America to care for children whose mothers are called to work in war industries. There were no detailed plans outlined for such a policy.

War and the Family. Along with the allotment system for wives and dependents of soldiers, the practice of taking family men last was written into law. This was put into effect through a Directive July 1, 1942, which restates that

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1. Washington Star, August 2, 1942

"one of the principle purposes of the draft is to protect as long as possible bona fide family relationships and actual dependents."[1] However, the quota system of calling men was still in effect and some local boards were being forced to reclassify their 3A registrants.[2] On July 17, Secretary of War Stimson said that it was likely that young married men would have to be called into service along with 18 and 19 year old youths. "We have never yet fought a war when it was necessary," but he also thought it would be "a few months" before such a call was necessary.

Joint Income Tax Returns. Widely criticized in some circles as an invasion of womens rights, the Treasury Department proposed a mandatory joint income tax return. In some states, it pointed out, that have community property taxes, substantial tax evasion is accomplished by filing separate returns. "The privilege of filing separate income tax returns furnished another example of special tax advantage to many married couples having larger than ordinary income. In families in which the income is earned partly by the husband and partly by the wife and in famililies in which income earning property can be divided between husband and wife, the tax on the family income is less than where the husband or wife receives the whole income. The family is the true economic unit, and it is unfair for the amount of tax on the family to vary depending upon who earns the income or upon who in the family has income producing property. Ability to pay taxes must be judged in terms of family incomes and not the incomes of members of the family. The failure to require joint income tax returns constitutes a violation of the fundamental principle upon which our tax system has been based."[3] But the Treasury recognized some obligations "where both husband and wife are employed certainhousehold expenses may be incurred because the wife cannot devote her full time to managing the home. Accordingly the Treasury has proposed that the tax of a family in which both husband and wife are working should be reduced by an amount equal to 10 percent of the wife's earnings, but not in excess of $100."[4]

Womens' Rights. In a radio form July 19, Mary Anderson of the Department of Labor, opposed the pending equal rights amendment because (1) "it deals with abstract rather than real rights;" (2) "the amendment would jeopardize the social and economic status of women as related to their family life;" (3) it "would undermine women's industrial status by eliminating special labor laws that safeguard their interests;" (4) "it is legally unsound," and (5) "it masquerades as a progress we measure whereas it is dangerous to women."

Summary

Most official statements in regard to women have considered their place in the labor force. There has been some confusion concerning the number of women needed for work in war industries -- estimated at from three to six millions. It has been repeatedly pointed out that women constitute our greatest labor reserve. At the present time there are more women registered as looking for jobs than there are jobs available for them. Although there are labor shortages they are in the skilled brackets where few women have been trained to replace them. But it was concluded after a survey that women are capable of handing 80% of the war jobs.

1. Colonel Arthur McDermott, New York Times, July 2, 1942
2. Washington Daily News, July 14, 1942

Henry Morgenthau, July 23, 1942

Randolph Paul, April 21, 1942

It was pointed out further, that in some of them women are better than men. While there was lack of uniformity in the training program, NYA, reported that 90,000 women are enrolled in defense training courses. There seemed a great eagerness on the part of women to go to work. U.S. Employment Service reported one million on its rolls waiting for employment.

The Army W.A.A.C. and the Navy WAVES were set up to perform non-combatant service to release men for field and sea duty. The army will select all except the first group of officers from its own ranks; the navy will enlist officers from civilian life. Both announced that the first groups of trainees will be teachers and specialists.

There have been very few official statements regarding the various women's volunteer services. However, a War Department spokesman praised an organization setup to coordinate these activities.

In regard to the various miscellaneous statements concerning women, an OCD spokesman predicted the widespread use of day nurseries to care for the children of working women; selective service announced that families would be held intact as long as possible; Secretary Morgenthau spoke in favor of joint income taxes; and Mary Anderson of the Labor Department spoke against the proposed equal rights amendment as prejudicial to womens' interests.

MOBIZATION POLICIES - SEPT 1, 1942

RSM

WAR DEPARTMENT
Services of Supply
Office of the Adjutant General
Washington

MEMORANDUM)
No. S600-2-42)

September 17, 1942.

EMPLOYMENT OF WOMEN

1. Inclosed is a memorandum from the Secretary of War stating that it is the policy of the War Department to use women employees in all capacities for which they are qualified or for which they may become qualified by training.

2. In view of the heavy requirements for personnel suitable for military service, it is essential that immediate action be taken to provide for the replacement of male workers who may be inducted into the armed forces. Serious interruption in production will be the inevitable result of failure to take adequate action in this respect.

3. Commanding officers of all units of the Services of Supply will adjust their procedures, policies, and working methods in such a manner that women may be employed to the maximum extent compatible with efficiency. This will necessitate careful re-appraisal of employment and production processes and cannot be considered solely upon the basis of present operating conditions. Full attention will be given to the development of training programs.

4. The heads of agencies of the Services of Supply responsible for war production will bring to the attention of all contractors, subcontractors, and suppliers this War Department policy supporting the maximum employment of women.

(SPX 291.9 (9-8-42) SPGCM-PS)

By command of Lieutenant General SOMERVELL:

J. A. ULIO,
Major General,
Adjutant General.

Incl.

DISTRIBUTION:
D.

August 14, 1942.

Memorandum to the Commanding General, Services of Supply.

Women are now working in practically all War Department activities, including our depots and arsenals. They are producing and assembling guns, tanks, bombs, and planes. They are running fifteen-ton cranes and operating machines which have as many as thirty-nine separate machining operations. They are driving trucks, riveting airplane wings, welding frames, and doing hundreds of other mechanical, clerical and supervisory jobs. Because they are filling these jobs, thousands of men have been released by the War Department to serve in the armed forces and in other vital war production operations.

The results of their efforts have admittedly exceeded all expectations. It has been definitely established that women possess certain aptitudes and traits to a degree which makes them outstanding employees in occupations which were formerly regarded as man's work. They have proved particularly adept in those occupations requiring finger dexterity, and great attention to detail. A very large percentage of the skilled and semi-skilled occupations in the War Department require these very traits and aptitudes.

The ability, the spirit, and the determination which women war workers have already shown can leave no doubt of the part which they are playing and will play in this war. War Department employing and training officers must take the necessary steps to fully utilize, immediately and effectively, the largest and potentially the finest single source of labor available today - the vast reserve of women power.

It is the policy of the War Department to use women employees in all capacities for which they are qualified or may become so by training. As far as practicable, women will be employed in preference to men of war service age or capabilities. Nothing in the application of this policy will operate to limit the employment of qualified men who are ineligible for military service by reason of age or physical disability.

S/ HENRY L. STIMPSON,
Secretary of War.

Inclosure to Memorandum No. S600-2-42,
September 17, 1942.

Florida Times-Union, Jacksonville, Fla. Sept. 7, 1942.

WOMEN AT WORK

The statement has been made that there is one woman to every three men in the Nation's labor force and it is followed by the prediction that the feminine percentage will be much higher by the end of 1942. Director Mary Anderson of the Women's Bureau of the Federal Department of Labor is credited with the report indicated and the prediction. According to her estimates thirteen million women are now holding jobs; by the end of the current year it is expected that the number will have reached 15 million.

In some detail it is mentioned that employment of women in aircraft assembly plants has increased ten fold since Pearl Harbor. Of about 30,000 women enrolled for vocational war training courses, nearly half are training for aviation work. Others are taking courses in engineering, science and production supervision. It is anticipated that 200,000 women will be working before the year's end in ammunition plants.

As would be expected there is yet some criticism of women in war work. The propagandists, hoping to stir up trouble or merely to be doing something and getting attention -- so they can continue to hold their political jobs, are saying that women in war work are not devoting their time entirely to the making of ammunition or whatever, but take time out to primp, doll-up, put on the paint and lip-stick. These critics are also declaring that many women in war work engage in too strenuous recreation during non-working hours. All of this comment and discouraging criticism amounts to very little.

Other observers are declaring that the women at work to a very large extent are doing whatever is asked or expected of them, cheerfully, carefully and well. Few among the workers either overdo the "decorating" and beautifying (?) wasting time; and as to the strenuous pastimes and recreation that is not likely to injure them. It is natural that they should continue to follow the athletic sports and games that they have engaged in before getting into war work. They ought to be encouraged, rather than discouraged, when they do this.

Great earnestness is evident among the women war workers. It is likely to continue and probably increase, as the war goes on.v This enthusiasm and earnestness in striving for efficiency is understood to be due to the fact that many of the younger women have husbands or sweethearts or brothers with the armed forces and there are already quite a number of widows of war-slain soldiers or sailors.

All in this class are naturally anxious to keep the fighting men supplied and equipped. It is easy to believe that grim earnestness will spread and strengthen as the war progresses -- American casualties naturally increasing. The situation as to women at work in war production is indicated as highly satisfactory. The women are doing well. They are, to a great extent enthusiastic and believe they are helping to win the war.

MOBILIZATION POLICIES - OCT. 1942

561

5707 LynneHaven Road
Pittsburgh, Pa.

October 30, 1942.

Mrs. Franklin D. Roosevelt
The White House
Washington, D. C.

Dear Mrs. Roosevelt:

You will pardon the intrusion of this letter, necessarily a long one, but I know that you are vitally interested in this problem and I know of no one else to whom I can address these few observations.

As you see, I live in Pittsburgh.

I am a newspaper woman, thirty-seven years old.

When I married three years ago I thought I had left all active business behind me. I had served a time of fifteen years on newspapers and radio and was quite willing to accept the gentler jobs of domesticity.

Then the war came. And with it the National Emergency. Since I am somewhat familiar with the steel mills, having written, through the years, many stories about and for them, and since the steel industry has been peculiarly dear to my heart, I enrolled in the Defense Classes at the University of Pittsburgh, taking specifically Steel and Ordnance inspection in the department of Metallurgical Engineering. I believe I am one of about forty women enrolled in this particular class this term. The class is divided into several sections to accommodate girls and men working the "swing turn", or "split shift".

The purpose of this class is to acquaint laymen with the technique of steel testing equipment so that, at the completion of the course, late in January, and member of this class group can go into a mill and have some idea of what goes on there and what the ideals of the steel industry are and how to arrive at standard tests.

Naturally, during the course of the classes I have talked with the men and women taking the work.

It also happens that I have a number of friends who either own or hold executive positions in mills in Pittsburgh, Since taking this inspection course I have talked with one man who owns a company making shell casings, another man who is an executive engineer at Westinghouse, two executives of Carnegie-Illinois Steel Corporation, an engineer at Crucible Steel, an executive of Jones and Laughlan, and an executive of Pittsburgh Steel, to mention only a few.

These men are all anxious to employ women. They all, without exception, are seeking some kind of suggestion, some guidance about how to go about it and about whom to hire and what to do with the women after they get them. Only one Pittsburgh Company, to my knowledge, has a woman now employed to handle women in personnel. Other companies are anxious and eager for some administration and yet don't know how to go about getting it.

The problems I have heard discussed are:

1. hours.. the matter of three shifts.
2. transportation
3. whether to hire married women, young women, older women, and women with children.
4. what to do about the toilet situation, especially with plumbing equipment frozen.
5. How to provide for a lounge, a rest room, where should it be and how should it be equipped.
6. What about the lunchroom situation?
7. Should uniforms be standard?
8. Should pay be equal with men?

And this list is by no means complete. I know that you are familiar with these problems and more, too, that is why I directed this letter to you.

Many of the mills feel that older women cannot stand the day to day pressure of the work. On the other hand many mills (and many husbands employed in defense work) realize that the women they want, the right age, the right training, the right alertness of mind and body, are of the age where they have little children either of pre-school age, or school age, who can not be left to wander around the streets between school and the time mamma comes home from the mill. Not all of us are fortunate enough to have grandmothers or Sister Kate's who are willing to take the responsibility of these children for the 'in-between' hours.

Then there is the matter of 'trend'.

The mill executives say that they are very anxious to have college women, particularly for executive and lab-inspection jobs. But so far, particularly in Pittsburgh, women who have the background to go right to work in inspection and metallurgical work feel that mill work is not 'ladies' work. I know that you did not find the same attitude in England for I have talked with men and women who have been employed in English mills, It is quite within the bound of 'lady-hood' to take Nurse's Aid and Red Cross and Civilian Defense but here in Pittsburgh there must be some impetus, some way of making the defense industries 'the thing to do'. We must some how make it popular and patriotic for women 'who do not need the money' to go to work with their hands and the sweat of their brow to earn less than a dollar an hour.

And more.. steel men seem to have very little understanding of women anyway. The very nature of the man is such that he thinks of women as either 'homebodies' or 'gentle flowers'. It is not compatible with his nature to think of women in terms of the mills and so he lays himself open to limitless mistakes.

For the several past weeks, when it became more and more apparent that women MUST go to work at defense, not just the more or less small group for which the mills were at once an obvious advantage in wage and hour employment, but the bulk of the nation's female population, especially those of us living in defense cities, I have been studying the obvious need for a consolidation of effort.

The steel companies need someone who can help them out with their problem of housing, hours, employment and administration.

The whole project needs someone who can work toward popularizing 'hard work for defense'.

The individual women need guidance, training, volunteers to run 'after school play hours', perhaps in the schools themselves, community transportation, and employment direction.

And lastly, the National Emergency needs to get the largest and the best and most efficient woman-power it can.

How this can be handled is, of course, the big problem. But it seems to me that there might be such a thing as a Woman's Labor Board, centralized in Washington to administer these problems and that a unit of this board might be set up in each of the big cities where large numbers of women are and will be called to the defense industries. We need such a director here in Pittsburgh badly. I believe Detroit needs one as badly. And I have no doubt that the cities which already employ women in great numbers in assembly plants would welcome a 'clearing house office' in which the ramifications of the problem of defense employment for women could be met.

I am sure that the public schools, the universities, the mills and the public would welcome and cooperate with such an office if it were to be established here.

Perhaps all this has already been discussed and arranged or is being 'set-up', if so please excuse me for having taken so very much of your very precious time. My only reason for presuming to write this letter is that I feel the whole situation so keenly. I see it from both sides, from our friends, the 'management' and from my other friends, the girls who are taking the defense classes preparing themselves to go into the mills. I have worked with women, for women, and 'over' women, since I got my first job in Chicago on the Daily News in 1927. I have broadcast to them, written for them, consulted with them and bossed them ever since. Their problems, our problems rather, are very close to my heart.

Dorothy Daniel

Mrs. Royal Daniel Jr.
5707 Lynne Haven Road
Pittsburgh, Penna.
October 30, 1942.

WOMEN'S BUREAU
U.S. Department of Labor
Washington

Jmct
file

October 21, 1942

CURRENT DATA ON WOMEN IN THE LABOR MARKET

A number of agencies issue current information on women in the labor market and in war employment.
The following pages present:

(1) A list of agencies which issue figures on women employment and the type of material they provide.

(2) The most recent figures released by some of the agencies.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

October 21, 1942

SOURCES OF CURRENT DATA ON WOMEN IN THE LABOR MARKET

Agency	Frequency	Scope	Character of data on women	Geographic division
Bureau of the Census Basic 1940 census data	Decennially	By industry and occupation.	Number	Cities, States, Regions.
Bureau of the Census Current Surveys (Formerly WPA Monthly Report)	Monthly	Labor force and total, non-agricultural, agricultural employment	Number	None
War Production Board	Collected monthly; tabulated irregularly.	6 major groups war industries	Percent of total, by industry group	Some planned by area.
Women's Bureau	Special studies.	Particular industries.	Number or percent women in sample covered.	Usually could obtain by city.
Bureau of Labor Statistics	Semi-annual (from regular monthly report).	By selected manufacturing industries.	Percent change from period preceding.	State data could be obtaine by sex.
War Manpower Commission	Irregular	Total war employment.	Number of women in war employment.	None
Bureau of Employment Security	Bi-monthly	War industries by the standard industrial classification	Number of women and percent of total.	None
Bureau of Employment Security and Bureau of Labor Statistics	Quarterly	Estimate of total manpower requirements	Estimated number of women required for war work.	None
State Data 1/				
California	Monthly	By industry.	Percent by industry	Two cities separately.
Michigan	Special study	By industry	Percent by industry, April 1942 and October 1941	None

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1/ Illinois monthly reports by sex on wages and hours but not employment.
No New York monthly indexes for women published since September 1941.

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

October 21, 1942

SOME RECENT DATA ON WOMEN IN THE LABOR MARKET FROM VARIOUS SOURCES

I. ESTIMATED TOTAL WOMEN IN THE LABOR FORCE

Census Current Surveys	September 1942
Estimated total women in the labor force	14,900,000
Employed	14,200,000
Unemployed	700,000

II. WOMEN IN SPECIFIED WAR INDUSTRIES

A. War Production Board

Industry group	Percent women of total	August 1942 Estimated number of women
Total	16.3	523,000
Iron and steel products (except machinery) a/	15.1	94,000
Nonferrous metal products b/	24.1	56,000
Electrical machinery	32.8	176,000
Machinery (except Electrical) c/	8.3	79,000
Automobiles and automobile equipment	8.0	45,000
Transportation equipment (except automobiles) d/	6.7	8,000
Miscellaneous industries	33.5	65,000

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a/ Excludes blast furnaces, steel works, rolling mills, foundries, tin cans, and wire products.

b/ Excludes smelting and refining and alloying, rolling and drawing of nonferrous metals.

c/ Excludes machine tools.

d/ Excludes aircraft and shipbuilding.

B. Women's Bureau

Study	Date	1941 - 1942 Employment data reported: Type	Amount
Aircraft assembly	April, 1942	Percent women	6 percent
Artillery ammunition	April, 1942	Number of women	25,000 *
Small arms ammunition	1941	Percent women in Frankford Arsenal	40 percent
Instruments	Fall 1941	Percent of women in individual plants	3 to 50 percent
		Number of women in individual plants	6 to 1,400

* Includes office workers

C. **Bureau of Labor Statistics** April 1941 and April 1942

Industry group	Number of women per 1,000 employed wage earners		Percent change in total women employed, April '41 &'42
	April 1941	April 1942	
Iron and steel	68	68	+ 6.7
Machinery (except electrical)	42	46	+37.0
Electrical machinery	266	276	+28.4
Transportation equipment	10	25	+555.5
Automobile	77	87	-28.1
Lumber	16	21	+32.8
Textiles	548	562	+ 3.5
Leather	403	414	+ 5.3
Food	223	224	+ 7.9
Chemicals and petroleum	102	137	+56.6

III. ESTIMATED WOMEN IN MANUFACTURING INDUSTRIES

Bureau of Labor Statistics April 1942

	Estimated Number of women	Percent of total	Percent increase April 1941 to April 1942
Total manufacturing	2,201,200	22.7	8.1
Durable goods	403,700	8.2	16.7
Nondurable goods	1,797,500	37.8	6.2

IV. ESTIMATED WOMEN IN WAR EMPLOYMENT

War Manpower Commission September 1942

	Total	Women
September 1942	15,100,000	3,000,000
December 1942	17,500,000	4,000,000
December 1943	20,000,000	6,000,000

V. STATE DATA

Michigan - Percent women in manufacturing industries in identical firms:

April 1942	12.91
October 1941	14.37

Michigan State Department of Labor and Industry

California - Estimated Women wage earners in manufacturing industries

	Number	Percent of total
August 1942	129,100	17.8
July 1942	101,800	15.3

California Department of Industrial Relations

J.M.H

X-4932

ADVANCE RELEASE

Miss Pidgeon

ADVANCE RELEASE: FOR MONDAY MORNING PAPERS, OCTOBER 19, 1942

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

PM-4044

Acting on the recommendation of the Women's Advisory Committee, Chairman Paul V. McNutt of the War Manpower Commission today issued a statement of policy calling for intensified recruitment and training of women workers on a voluntary basis in all phases of war production and essential civilian activities.

The policy, which lays down basic national standards for the induction of women into the labor market, was approved by the Commission and also by its National Management-Labor Policy Committee.

Salient points in the statement are that management and labor organizations should remove all barriers against the employment of women in any occupations for which they are or can be fitted, and that women be admitted on a basis of equality with men to all forms of training. Due regard is to be given however, to the individual's qualifications for work, the physical requirements of occupations, and to working conditions. Included are on-the-job training in plants, and upgrading, with free access to foremen's, supervisory, and technical jobs.

Employers are asked to analyze all jobs in their plants, at once, to determine which can be filled by women and to prepare for employing the largest possible number.

Mr. McNutt said that plans for implementing the policy now are underway. The Regional Manpower Directors and the 10 newly appointed area directors are being instructed to give immediate attention to the program in areas of labor shortage. Special local womanpower campaigns, such as those recently undertaken in Detroit and Baltimore under Manpower Commission auspices, are being studied carefully, he said, to determine the best methods for recruiting new women workers and employing them successfully.

Pointing out that the need for women workers varies greatly from one community to another, with the demand concentrated in areas of labor scarcity, Mr. McNutt emphasized that womanpower programs must be planned carefully on a local basis to meet local needs. In this connection, the policy statement recommends that all-out recruiting of women should be undertaken in any locality only upon advice from the War Manpower Commission that a labor shortage exists or is imminent in the locality, and that additional women workers are required. Under those circumstances, the recommendation is that "all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service."

Every effort is to be made, the policy states, to recruit and refer women, including older women, for jobs and training on the basis of their qualifications for an occupation, without discrimination because of race, national origin, or creed. Women are warned, however, not to leave their home communities to look for work or training elsewhere without first registering at their nearest U. S. Employment Office and finding out whether jobs or training are available in other localities.

(OVER)

With regard to wage rates for women, the policy recommends the principle of equal pay for equal work, stating that wage rates "be determined on the basis of the work performed, irrespective of sex." It also recommends appropriate safeguards regarding hours of work for women, adequate meal and rest periods and facilities for medical care, health and safety. One day of rest in seven, an 8 hour shift and a maximum 48 hour week, except in case of emergency, are considered necessary to maximum production efficiency.

Employment of women with young children is not recommended until full use has been made of all other sources of local labor supply. Where this is necessary, either because of intense labor shortage or because the individual finds it necessary to work, the policy recommends that adequate community child-care programs be set up and that the work shift be adjusted so as to cause the least possible disruption of family life.

The full text of the Policy on Recruiting, Training and Employment of Women Workers is attached.

WAR MANPOWER COMMISSION

Policy on Recruitment, Training and Employment of Women Workers

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active cooperation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the recruitment, referral, training and employment of women that:

1. Recruitment and Referral of Women Workers

   (a) Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

(b) Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

(c) Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted in order that established family life will not be unnecessarily disrupted;

(d) In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compels the fullest utilization of every labor resource in the locality, every effort be made to utilize fully, women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

(e) Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

(f) Every effort be made to recruit and refer women, including older women, fo: employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

II. Training of Women Workers

(a) Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

(b) Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges, universities, and technical schools in cooperation with the United States Office of Education;

(c) Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

(d) Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, upgrading, training for women foremen and supervisors, and technical training.

III. Employment of Women Workers

(a) Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

(b) Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

(c) In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust to their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

(d) Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

(e) The following basic principles whether or not incorporated in State laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers:

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefor; adequate medical care and other safeguards for health and safety;

(f) Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

IV. Women Able to Accept Employment

(a) Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

(b) Women interested in work outside their locality not leave their own community in search of work or training in another community without first

(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that such work or training is available.

THE WASHINGTON POST: WEDNESDAY, NOVEMBER 18, 1942

Order Putting Draft in Hands of WMC Held Up After Protests From Military

A Presidential order placing the Selective Service System under the War Manpower Commission has been held up for further study after top officials of the Army and Navy voiced objections to the shift, it was learned yesterday.

The order, which may still be issued in spite of the protests from the military, was requested by Paul V. McNutt, chairman of the War Manpower Commission, as a means to centralize control over manpower.

In this demand, McNutt received strong support from the heads of other civilian agencies, including War Production Chief Donald M. Nelson, Director of Economic Stabilization James F. Byrnes and Secretary of Agriculture Claude R. Wickard.

Put Up to Committee

Meanwhile, it was learned that ie President has placed the job determining such basic manwer policies as the size of the ny, the amount of labor that should be provided to the country's farms, etc., in the hands of a committee composed of the joint Army-Navy chiefs of staff, Nelson, McNutt, Wickard and Byrnes.

This committee meets informally from time to time and makes policy recommendations to President Roosevelt for his final approval.

Centralization of manpower control in WMC was also indorsed by the Tolan committee in the House, the Truman committee in the Senate and the WMC Management-Labor Policy Committee in recent reports.

Stimson, Knox Oppose Move

Meanwhile, Secretary of War Henry L. Stimson and Secretary of Navy Frank Knox made it clear to the President that they opposed the move.

The proposed executive order as originally transmitted to the White House by McNutt also provided for an increase in WMC authority to enable it to channel all hiring through the United States Employment Service. Other measures which it proposed included an end to voluntary enlistment and improved Selective Service appeals machinery.

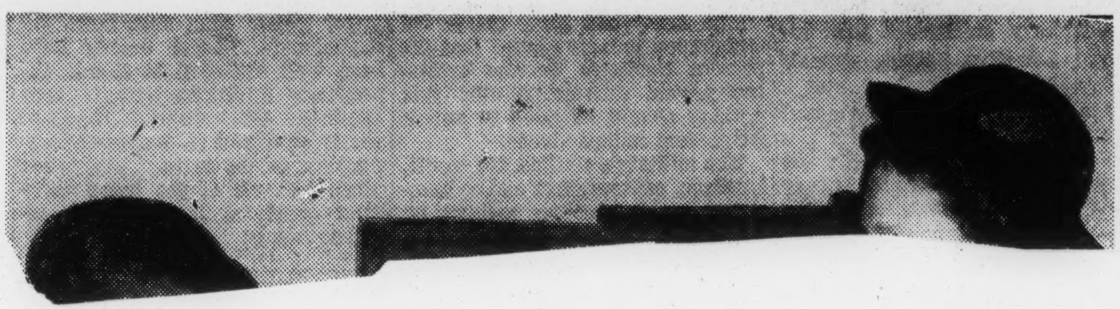
It is understood that the proposal to end voluntary enlistments was also a stumbling block with the Navy vigorously objecting to any move which would deprive it of its "pick" of technically qualified manpower.

The Army and Navy chiefs are understood to have argued that the present Selective Service system has proved satisfactory and that nothing should be done to impair its present independence.

The military's civilian opponents, however, contend that as the manpower pinch becomes greater, an increased emphasis will have to be placed upon occupational deferment, rather than deferment for dependency. Local boards have been well equipped to decide dependency questions because they know the local situation, but are poorly equipped to decide occupational questions during a manpower pinch because of the many technical questions involved, the civilians argue.

THE WASHINGTON POST: WEDNESDAY, NOVEMBER 18, 1942

16% Short as Campaign Enters Added Week



Roosevelt Pays Tribute To Callaghan

President Roosevelt last night paid special tribute to his former aide, Rear Admiral Daniel J. Callaghan, and the part Callaghan played, before he was killed, in winning the recent naval engagement off Guadalcanal, termed by Mr. Roosevelt "one of the greatest attles in our history."

In his address on the New York erald Tribune Forum, Mr. Roose-elt said:

"A very powerful Japanese force was moving at night toward our ositions in the Solomons Islands. The spearhead of the force that we sent to intercept the enemy was nder the command of Rear Admiral Daniel J. Callaghan. He was aboard the leading ship, the cruiser San Francisco.

"The San Francisco sailed right nto the enemy fleet—right through he whole enemy fleet—her guns

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War and Navy officials are in a sweat over the President's order that has cancelled deferments for thousands of their arsenal and Navy yard employes. Scores of these vital employes, it's said, greeted the President's announcement with resignations. However, none has been accepted pending clarification of the order. Meantime, War, Navy and officials in other agencies are preparing to appeal the draft cases of hundreds of their essential employes to the President. The President, obviously, can't pass on the appeals and he'll have to appoint some sort of a board or committee to recommend decisions to him. What the Government's draft policy will be toward its own employes will necessarily be in the hands of such a body.

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The truth is that such an organization already is functioning under a recent order from Paul McNutt's Manpower Commission. Surveys had been made and Manpower was fast approaching the time when it could announce a definite policy. Then came the President's order and Manpower had to abruptly call off its plans. Say what you want, the President's order was a slap at McNutt and the way he has handled the manpower problem. His order exempted no one, G-men, skilled workers, scientists, assistant secretaries or a host of other hard-to-replace people.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

October 16, 1942

COMPARISON OF WOMEN LABOR POTENTIAL ESTIMATES
Based on 1940 Census Marital Status Data and Based on Social Security Board Data 1/

The Social Security Board figures for labor force status of women in 1942 are based on 1940 census data and consequently correspond, allowing for changes in population and employment between 1940 and 1942 and for differences in method of handling the "Not reported" group. The marital status figures vary to some extent, the proportions in "Single" and "Married, husband present" groups being low compared to the Census, and the "Married, husband absent, or widowed or divorced" group being correspondingly high. The comparison is shown in Table I.

1/ Census data are the figures from the 5 percent sample presented in p. 14, No. 4.
Social Security Board data are from a report in the Social Security Bulletin for July, 1942.

TABLE I
Comparison of Marital Status of Women, Based on
Census Marital Status Data and on Social Security Board Estimates

Status	Census 1/	Social Security Board 2/
	(Thousands)	(Thousands)
Total female population 14 years old and over	50,549	3/ 51,614
In the labor force.	13,085	4/ 14,851
Not in the labor force.	37,464	5/ 36,763
In school, unable to work, in institutions, and not reported.	8,274	7,011
In schools.	4,446	4,106
Unable to work.	2,268	2,447
In institutions	395	458
Not reported.	1,165	----
In home, housework, and other.	29,190	29,752
Single.	2,109	1,893
Married, husband present.	23,548	23,381
Married, husband absent, widowed, divorced	3,533	4,478
Percent distribution of those in home, housework, and other	(Percent) 100.0	(Percent) 100.0
Single.	7.2	7.4
Married, husband present.	80.7	78.6
Married, husband absent, or widowed or divorced.	12.1	15.0

1/ U. S. Census of 1940, p. 14, No. 4 and P-15, No. 9.
2/ Social Security Bulletin, July, 1942
3/ Adjusted for increases in population between 1940 and 1942.
4/ Adjusted for increases in employment between 1940 and 1942 due to population changes and to added demand for labor.
5/ Omits those not reporting, who were distributed among all categories.

WOMEN'S BUREAU
U. S. DEPARTMENT OF LABOR
Washington

October 15, 1942

NUMBER OF WOMEN IN THE UNITED STATES, 1940

Total women 14 years old and over - 50,549,176

Aged 16 - 44	30,835,109
18 - 44	28,405,382
20 - 44	25,881,921

(Source: U. S. Census, 1940)

WOMEN NEWLY AVAILABLE FOR LABOR FORCE AS OF APRIL 1942

Women Newly Available for the Labor Force (Without calling on those with children under 16)	Over 9,000,000

This includes:

Unemployed 1/		1,000,000
Now at home, able to work, and with no children under 16		7,700,000
Single	1,400,000	
Married	5,400,000	
Widowed, etc	900,000	
Some additions (that could be made with with inducements) from the group classed as "unable to work" (handicapped), and girls withdrawing from school		1,000,000

(Based on "Labor-Force Reserves", Social Security Bulletin, July 1942)

1/ These women need work, even though some may have children under 16; in the present labor force a small proportion (about one seventh) have children under 16; over half these have children under 10.

WOMEN'S BUREAU
U.S. Department of Labor
Washington

October 10, 1942

INFORMATION REQUESTED ON WOMAN EMPLOYMENT

1. Woman population 15 but under 45 years on April 1, 1940 32,035,291
(Source: U. S. Census, 1940)

2. Estimated number of women with children under 16 as of April, 1942 15,459,000
In the labor force 2,066,000
In home housework and not in the labor force for other reasons 13,393,000

Estimated number of women with children under 10 as of April, 1942 10,891,000
In the labor force 1,160,000
In home housework and not in the labor force for other reasons 9,731,000

Estimated number of women with children under 5 as of April, 1942 6,737,000
In the labor force 532,000
In home housework and not in the labor force for other reasons 6,205,000

The labor force includes persons at work or with a job, those on public emergency work, and those seeking work.
(Source: Social Security Bulletin, July 1942)

3. Total number of women 15 years old and over on April, 1940 . . . 49,361,562
Urban 30,166,092
Rural non-farm 9,590,723
Rural farm 9,604,747

Urban population is in general that residing in cities and other incorporated places having 2,500 inhabitants or more, the remainder being classified as rural. The rural-farm population comprises all persons living on farms in rural territory, without regard to occupation, and the rural-nonfarm population comprises the remaining rural population.
(Source: U. S. Census, 1940.)

4. Woman employment, summer, 1942 13,000,000
(Source: Women's Bureau Release "Women in the Labor Force," July 18, 1942)

5. Estimated future employment of women:

End of 1942	15,000,000 1/
End of 1943	18,000,000 2/

1/ Source: Labor Information Bulletin, August, 1942, p.7.
2/ Source: War Manpower Commission Release July, 1942.

6. We have no information as to how long pregnant women work in industries in this country. A British statement on the subject is as follows:

> "During 1940 at a London Ordnance factory I had 52 cases of pregnancy. They all worked up to the seventh to eighth month, largely because of financial considerations. They were encouraged to report at the surgery as soon as they knew their condition and were taken off night work at once, helped to make their confinement arrangements, and told to report fortnightly at the surgery. On these visits they were examined, the work they were doing was inquired into and the number of hours they were working. As time went on their working hours were cut down from 12 to 8 per day, and they were in the later months found sitting down work to do. When the time came for them to leave work they were put on the sick list, not dismissed. In this way they were able to return to work after the child was four weeks old, if they still desired to do so."

(Source: White, Margaret. "Health Services." Industrial Welfare and Personnel Management, March, 1942)

X-4144
ADVANCE RELEASE for Thursday, October 1, 1942

OFFICE OF WAR INFORMATION
U. S. DEPARTMENT OF LABOR

OWI-544

A greater proportion of women in artillery ammunition plants and the extension of their employment to additional types of jobs was predicted today by Miss Mary Anderson, Director of the Women's Bureau, U. S. Department of Labor, in releasing a report entitled "Women's Employment in Artillery Ammunition Plants, 1942". The report, based on a Nation-wide field survey by agents of the Women's Bureau, concerns occupations, training, working conditions, and plans for future utilization of women workers in the loading of ammunition.

The ammunition industry is already the largest woman employer of the major war industries. Officials in 10 of the plants surveyed said that women will constitute about two-thirds or more of their labor force. The report forecasts a proportion of women in artillery ammunition bag-loading plants ranging as high as 70 percent. A much greater expansion of women's jobs is also said to be feasible on lines loading shells, particularly on the small sizes.

In all bag-loading plants women sewed, trimmed, counted, and inspected powder bags. More women could be used in loading operations, particularly in handling black powder, since their work thus far has been confined for the most part to the less hazardous smokeless powder.

Women were employed in shell-loading plants, generally on lines handling 20-, 37-, and 60-mm. size shells. The type of work women did varied considerably from plant to plant, indicating that the proportion of women could be greatly increased in some operations. In one plant, for instance, women scooped powdered TNT into cups, weighed, check-weighed, and poured it into 60-mm. shells, while in another plant only men were employed on such operations in loading the same size shells. It is thought by certain plant officials that some women could be used successfully in loading 75-mm., 105-mm., or larger shells with men to do the heavy lifting.

Women were widely employed in loading, assembling, inspecting, and packing components. They were engaged, for example, in loading percussion elements for primers and in operations for loading detonators. They worked on many operations in assembling components such as fuses, primers, and boosters. In checking dimensions and weights women used micrometers, gages, and scales, and also operated arming machines to test whether fuses will operate when revolving at a certain number of revolutions per minute.

In only 2 plants were women's minimum entrance rates the same as men's, the differential in favor of the men in half of the plants amounting to as much as 10 cents an hour. The beginning rate for women was at least 50 cents an hour, in almost half the plants, with time and one-half for work in excess of 40 hours. The work schedule was generally 6 days a week, making the weekly hours 45 to 48.

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WO-42-141

Estimated Employment of Factory Wage Earner
October 1941 an

(Employment

Major Industry Group	October 1941			
	Total	Men	Women	Percent of Women
All Manufacturing Industries	11,616	8,888	2,728	23.5
Durable Goods Industries	6,035	5,528	507	8.4
Iron and Steel and their products	1,504	1,397	107	7.1
Electrical Machinery	493	345	148	30.1
Machinery (except Electrical)	940	888	52	5.6
Transportation Equipment, (except automobiles)	758	750	8	1.1
Automobiles	583	555	28	4.9
Nonferrous Metals and their products	365	302	63	17.2
Lumber and Timber Basic Products	588	578	10	1.7
Furniture and Finished Lumber Products	408	371	37	9.1
Stone, Clay, and Glass Products	396	342	54	13.7
Nondurable Goods Industries	5,581	3,360	2,221	39.8
Textile-Mill Products and other Fiber Manufactures	1,307	723	584	44.7
Apparel and Other Finished Textile Products	950	229	721	75.9
Leather and Leather Products	380	228	152	39.9
Food and Kindred Products	1,053	754	299	28.4
Tobacco Manufactures	97	31	66	68.0
Paper and Allied Products	334	253	81	24.2
Printing, Publishing and Allied Industries	352	281	71	20.3
Chemicals and Allied Products	463	383	80	17.2
Products of Petroleum and Coal	124	123	1	0.5
Rubber Products	163	120	43	26.5
Miscellaneous Industries	358	235	123	34.3

1/ The industrial distributions, for the most part, are based on the regular peac
the conversion to war products.

2/ October 1942 estimates are preliminary. The estimates of total employment of w
of the Bureau of Labor Statistics. These estimates are based on the Bureau's revis
reported by employers under the State Unemployment Compensation programs, made avai
3/ Percentage changes are not computed where less than 10,000 female wage earners

ers, by Major Industry Group 1/ and by Sex
and October 1942 2/

nt in thousands)

Revised - 3/ /43.

October 1942				Percent of Change in Employment, October 1941 to October 1942		
Total	Men	Women	Percent of Women	Total	Men	Women
				+ 1,550	+ 952	+ 598
13,166	9,840	3,326	25.3	+ 13.3	+ 10.7	+ 21.9
7,464	6,500	964	12.9	+ 23.7	+ 17.6	+ 90.1
1,635	1,450	185	11.3	+ 8.7	+ 3.8	+ 72.9
610	405	205	33.7	+ 23.7	+ 17.4	+ 38.5
1,148	1,042	106	9.3	+ 22.1	+ 17.3	+103.8
1,836	1.643	193	10.5	+142.2	+119.1	3/
572	503	69	12.1	- 1.9	- 9.4	+ 146.4
392	327	65	16.5	+ 7.4	+ 8.3	+ 3.2
535	507	28	5.2	- 9.0	- 12.3	+ 180.0
368	315	53	14.4	- 9.8	- 15.1	+ 43.2
368	308	60	16.4	- 7.1	- 9.9	+ 11.1
5,702	3,340	2,362	41.4	+ 2.2	- 0.6	+ 6.3
1,275	673	602	47.2	- 2.4	- 6.9	+ 3.1
904	204	700	77.4	- 4.8	- 10.9	- 2.9
357	200	157	44.1	- 6.1	- 12.3	+ 3.3
1,099	773	326	29.7	+ 4.4	+ 2.5	+ 9.0
99	33	66	66.8	+ 2.1	+ 6.5	0
300	222	78	25.9	- 10.2	- 12.3	- 3.7
331	256	75	22.6	- 6.0	- 8.9	+ 5.6
673	518	155	23.0	+ 45.4	+ 35.2	+ 93.8
126	125	1	0.8	+ 1.6	+ 1.6	3/
169	108	61	36.2	+ 3.7	- 10.0	+ 41.9
369	228	141	38.1	+ 3.1	- 3.0	+ 14.6

cetime activities of the reporting establishments and do not reflect

wage earners are not comparable with previously published estimates
sed series of factory employment adjusted to levels derived from data
ilable by the Bureau of Employment Security of the Social Security Board.
were employed in October 1941.

R. 19. 1942

McNutt Urges Survey of Jobs For Women

Employers Told They Must Prepare to Hire As Many as Possible

Employers of the Nation were urged yesterday by Paul V. McNutt, head of the War Manpower Commission, to begin an immediate survey of all jobs in their organizations to determine which can be filled by women.

He asked also that preparations be made to employ the largest number of women possible.

Appeals to Labor Groups

This statement of policy was issued as Congress, nearly through with pending draft and tax legislation, faced manpower control as its dominant immediate problem. Announcement was made that the Senate Military Committee would open hearings Wednesday on four manpower control bills already introduced. None of them has been sponsored by the Administration, which is still considering various problems involved in such an undertaking.

In the appeal, McNutt asked management and labor organizations to remove all bars to the employment of women in occupations in which they are or can be fitted.

"Every effort is to be made to recruit and refer women, including older women, for jobs and training on the basis of qualifications for an occupation, without discrimination because of race, national origin or creed," McNutt said.

Farm Problem Gets Attention

He said the Manpower Commission was studying campaigns of this nature already under way in Detroit and Baltimore before launching a series of campaigns to recruit women for work. He warned against campaigns being undertaken independently until the Manpower Commission had determined whether a scarcity of manpower exists in the individual communities.

The Senate Military Committee plans to hear McNutt as its first

See MANPOWER, Page 4, Col. 5.

MONDAY, OCTOBER 19, 1942

Hire More Women, Employers Urged

MANPOWER, from Page 1.

witness Wednesday, and base its preliminary hearings on bills now pending before it under the sponsorship of Senators Lister Hill (Democrat) of Alabama, majority whip; Theodore G. Bilbo (Democrat) of Mississippi, Warren R. Austin (Republican) of Vermont, assistant minority leader, and Robert A. Taft (Republican) of Ohio.

On the same day, the War Manpower Commission's management-labor committee, which has been working for weeks on an over-all manpower control program for President Roosevelt, is scheduled to deal particularly with the farm labor problems, which congressional farm bloc members have emphasized as one which must be solved if adequate food supplies are to be produced for domestic, military and lend-lease use.

Meanwhile, Senator Millard E. Tydings (Democrat) of Maryland, said he has written to Brig. Gen. B. Hershey, director of Selective Service, asking him to draft legislation which would "safeguard for the farms sufficient labor."

Tydings quoted his letter in a radio address and said that we are "already feeding many of the people of Great Britain" and "more and more we will have to feed many othe rnations allied with us."

"Clearly the thing to do before it is too late is to amend the draft law in such a manner and to such degree as will make sure that there will be enough farm labor available o produce the food that is needed o win the war," the letter said.

WOMEN WORKERS CALLED BY M'NUTT

Manpower Chief States Policy for Increase in Voluntary Recruiting and Training

PAY, HOUR STANDARDS SET

Meeting of Local Shortages of Labor Stressed—Safeguards for Home and Health

Special to THE NEW YORK TIMES.

WASHINGTON, Oct. 18—Increased recruitment and training of women workers on a voluntary basis in every phase of war production and in civilian activities was urged today by Paul V. McNutt, chairman of the War Manpower Commission.

Acting upon the recommendation of the Women's Advisory Committee and with the approval of his commission and its national management labor committee, he issued a statement of policy laying down basic national standards for induction of women into the ranks of labor.

At the outset it was set forth that maangement and labor alike should remove all barriers against employment of women in any occupation for wihch they are or can be fitted, and that women be admitted on a basis of equality with men to all forms of training, including those leading to supervisory posts.

Suggestions to Employers

Employers were asked to analyze all jobs in their plants, to ascertain which could be filled by women and to prepare for employing the largest possible number.

"Every effort must be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed," the statement added.

"Wage rates, including the en

Group Named to Study Problems Of Women Working in War Plants

Kathryn Starbuck of Skidmore Heads Committee of Advisers Appointed by Frieda S. Miller, State Industrial Commissioner

A commission of women leaders of labor, management, education and civic affairs has been appointed by State Industrial Commissioner Frieda S. Miller to advise her concerning the growing problems of women in war industry, it was announced yesterday.

Miss Kathryn Starbuck, secretary of Skidmore College, has been named chairman of the commission, which will hold its organization meeting at the State Office Building, 80 Center Street, tomorrow.

Miss Kathryn H. Starbuck
Josef Schiff

"The shift in the employment status of women, its consequence for their personal lives, their families, the organization of industry, are just beginning to realize," Miss Miller commented. The demands that war production was making on working women, she said, "are likely to have far-reaching effects for the future industrial, economic and social relationships of our State."

The duty of the new commission will be to advise the commissioner on necessary changes in legislation protecting working women during the war and setting, at least generally, peacetime standards for after the war.

Besides Miss Starbuck the members of the commission are:

Mrs. Dorothy J. Bellanca, New York, vice president of the Amalgamated Clothing Workers of America.

Miss Ruth P. Chapin, Buffalo, vice president and personnel director, William Hengerer Company.

Mrs. Betty Hawley Donnelly, executive secretary, Advisory Board on Vocational Education, New York City Board of Education.

Miss Mary E. Dreier, New York, member national board, Young Women's Christian Association.

Mrs. Elinore M. Herrick, New York, director of personnel and labor relations, Todd Shipyards Corporation.

Miss Dorothy Kenyon, New York, former Municipal Court justice.

Miss Mabel Leslie, New York, member, New York State Board of Mediation.

Miss Pauline Mandigo, New York, president, Phoenix News Publicity Bureau.

Miss Pauline M. Newman, New York, educational director, Union Health Center, International Ladies' Garment Workers Union.

Miss Kate Papert, director, Division of Women in Industry and Minimum Wage, New York State Department of Labor.

Mrs. Ogden Reid, New York, vice president, New York Herald Tribune.

Mrs. Mabel K. Staupers, New York, executive director, National Association of Colored Graduate Nurses.

Mrs. Beulah Bailey Thull, Albany, research assistant to president of State Tax Comission.

Mrs. Harry C. Webb, Syracuse, vice president, New York League of Women Voters.

Miss Katherine Woodruff, Oneonta, manager of the Oneonta office, United States Employment Service.

Miss Ruth Young, Brooklyn, director of membership activities, United Electrical, Radio and Machine Workers of America.

Mrs. Emily B. Weber, New York, secretary of the commission.

Suggestions to Employers

Employers were asked to analyze all jobs in their plants, to ascertain which could be filled by women and to prepare for employing the largest possible number.

"Every effort must be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed," the statement added.

"Wage rates, including the entrance rate, should be determined for all workers on the basis of the work performed, irrespective of sex,"

Safeguards were asked respecting hours of work for women, adequate meal and rest periods and facilities for medical care, health and safety. One day of rest in seven, an eight-hour shift and a maximum forty-eight-hour week, except in emergencies, were held necessary for efficient maximum production.

Attention to Regional Needs

Noting that the demand for women workers varied greatly as to community, with the demand concenterated in areas of labor scarcity, the statement emphasized that woman power programs must be carefully planned on a local basis to meet local neds.

It was recommended that all-out recruiting of women should be undertaken in a locality only upon advice from the Manpower Commission that a labor shortage existed or was imminent there and that more women workers were needed.

Women were cautioned against leaving their home towns to seek work or training elsewhere without first registering at the nearest United States Employment Office and ascertaining whether jobs or training were available.

Employment of women with young children was not recommended until full use had been made of all other sources of local labor supply.

Where such employment became necessary because of an intense labor shortage or because the individual found it necessary to work, the policy statement suggested establishment of an adequate community child-care program and adjustment of the work shift to cause the least possible dissruption of family life.

Call For Full Resources

"The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources," the statement explained.

"The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program.

"In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity.

"The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be presedved and maintained to the maximum extent consistent with all-out production.

"The active cooperation of government agencies, educational institutions, management, labor and women able to accept employment is essential."

William Hengerer Company.

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President's Address on Manpower, Second Front and Other Themes

By The Associated Press.

WASHINGTON, Oct. 12—The prepared text of President Roosevelt's address tonight was as follows:

As you know. I have recently come back from a trip of inspection of camps and training stations and war factories.

The main thing that I observed on this trip is not exactly news. It is the plain fact that the American people are united as never before in their determination to do a job and to do it well.

This whole nation of 130,000,000 free men and women and children is becoming one great fighting force. Some of us are soldiers or sailors, some of us are civilians.

Some of us are fighting the war in airplanes five miles above the continent of Europe or the islands of the Pacific, and some of us are fighting it in mines deep down in the earth of Pennsylvania or Montana. A few of us are decorated with medals for heroic achievement, but all of us can have that deep and permanent inner satisfaction that comes from doing the best we know how—each of us playing an honorable part in the great struggle to save our democratic civilization.

Whatever our individual circumstances or opportunities, we are all in it, and our spirit is good; and we Americans and our allies are going to win—and do not let any one tell you anything different.

Saw "Unbeatable Spirit"

That is the main thing that I saw on my trip around the country—unbeatable spirit. If the leaders of Germany and Japan could have come along with me and had seen what I saw, they would agree with my conclusions. Unfortunately, they were unable to make the trip with me. That is one reason why we are carrying our war effort overseas—to them.

With every passing week the war increases in scope and intensity. That is true in Europe, in Africa, in Asia, and on all the seas.

The strength of the United Nations is on the up grade in this war. The Axis leaders, on the other hand, know by now that they have already reached their full strength, and that their steadily mounting losses in men and material cannot be fully replaced. Germany and Japan are already realizing what the inevitable result will be when the total strength of the United Nations hits them—at additional places on the earth's surface.

One of the principal weapons of our enemies in the past has been their use of what is called "the war of nerves." They have spread falsehood and terror; they have started fifth columns everywhere; they have duped the innocent; they have fomented suspicion and hate between neighbors; they have aided and abetted those people. in other nations—even our own—whose words and deeds are advertised from Berlin and Tokyo as proof of disunity.

"Common Sense Prevailing"

The greatest defense against all such propaganda is the common sense of the common people—and that defense is prevailing.

The "war of nerves" against the United Nations is now turning into a boomerang. For the first time, the Nazi propaganda machine is on the defensive. They begin to apologize to their own people for the repulse of their vast forces at Stalingrad, and for the enormous casualties they are suffering. They are compelled to beg their overworked people to rally their weakened production. They even publicly admit, for the first time, that Germany can be fed only at the cost of stealing food from the rest of Europe.

They are proclaiming that a second front is impossible; but, at the same time, they are desperately rushing troops in all directions, and stringing barbed wire all the way from the coast of Finland and Norway to the islands of the Eastern Mediterranean.

Meanwhile, they are driven to increase the fury of their atrocities.

The United Nations have decided to establish the identity of those Nazi leaders who are responsible for the innumerable acts of savagery. As each of these criminal deeds is committed, it is being carefully investigated; and the evidence is being relentlessly piled up for the future purposes of justice.

We have made it entirely clear that the United Nations seek no mass reprisals against the populations of Germany or Italy or Japan. But the ringleaders and their brutal henchmen must be named, and apprehended, and tried in accordance with the judicial processes of criminal law.

Says Tour Was to Feel Pulse

could not help asking myself on the trip, where would we be today if the Government of the United States had not begun to build many of its factories for this huge increase more than two years ago—more than a year before war was forced upon us at Pearl Harbor.

Winning Shipping Battle

We have also had to face the problem of shipping. Ships in every part of the world continue to be sunk by enemy action. But the total tonnage of ships coming out of American, Canadian and British shipyards, day by day, has increased so fast that we are getting ahead of our enemies in the bitter battle of transportation.

In expanding our shipping, we have had to enlist many thousands of men for our merchant marine. These men are serving magnificently. They are risking their lives every hour so that guns and tanks and planes and ammunition and food may be carried to the heroic defenders of Stalingrad and to all the United Nations' forces all over the world.

A few days ago I awarded the first maritime Distinguished Service Medal to a young man—Edward F. Cheney of Yeadon, Pa.—who had shown great gallantry in rescuing his comrades from the oily waters of the sea after their ship had been torpedoed. There will be many more such acts of bravery.

In one sense my recent trip was a hurried one, out through the Middle West, to the Northwest, down the length of the Pacific Coast and back through the Southwest and the South. In another sense, however, it was a leisurely trip, because I had the opportunity to talk to the people who are actually doing the work—management and labor alike—on their own home grounds. It gave me a fine chance to do some thinking about the major problems of our war effort on the basis of first things first.

Impressed by Working Women

As I told the three press association representatives who accompanied me, I was impressed by the large proportion of women employed, doing skilled manual work running machines. As time goes on, and many more of our men enter the armed forces, this proportion will increase. Within less than a year from now, there will probably be as many women as men working in our war production plants.

I had some enlightening experiences relating to the old saying of us men that curiosity—inquisitiveness—is stronger among women. I noticed that, frequently, when we drove unannounced down the middle of a great plant full of workers and machines, the first people to look up from their work were the men—and not the women. It was chiefly the men who were arguing as to whether that fellow in the straw hat was really the President or not.

Having seen the quality of the work and of the workers on our production lines—and coupling these first-hand observations with the reports of actual performance **of our weapons on the fighting fronts—I can say to you that we are getting ahead of our enemies in the battle of production.**

Voices Tribute to Congress

Of great importance to our future production was the effective and rapid manner in which the Congress met the serious problem of the rising cost of living. It was a splendid example of the operation of democratic processes in wartime.

The machinery to carry out this act of the Congress was put into effect within twelve hours after the bill was signed. The legislation will help the cost-of-living problems of every worker in every factory and on every farm in the land.

In order to keep stepping-up our production, we have had to add millions of workers to the total labor force of the nation. And as new factories come into operation, we must find additional millons of workers.

This presents a formidable problem in the mobilization of manpower.

It is not that we do not have enough people in this country to do the job. The problem is to have the right numbers of the right people in the right places at the right time.

We are learning to ration materials; and we must now learn to ration manpower.

Tells Aims of Manpower Policy

The major objectives of a sound manpower policy are:

First, to select and train men of the highest fighting efficiency needed for our armed forces in the achievement of victory over our enemies in combat.

Second, to man our war indus-

what essential war work he can do the best. He can get the answer by applying to the nearest United States Employment Service office. There are 4,500 of these offices throughout the nation. They are the corner grocery stores of our manpower system. This network of employment offices is prepared to advise every citizen where his skills and labors are needed most, and to refer him to an employer who can utilize them to best advantage in the war effort.

Perhaps the most difficult phase of the manpower problem is the scarcity of farm labor. I have seen many evidences of the fact, however, that the people are trying to meet it as well as possible.

In one community that I visited a perishable crop was harvested by turning out the whole of the high school for three or four days.

In another community of fruit growers the usual Japanese labor was no tavailable, but when the fruit ripened, the banker, the butcher, the laywer, the garbage man, the druggist, the local editor, and in fact every able-bodied man and woman in the town, left their occupations and went out, gathered hte fruit and sent it to market.

Bids Farmers Use Ingenuity

Every farmer in the land must realize fully that his production is part of war production and that he is regarded by the nation as essential to victory. The American people expect him to keep his production up, and even to increase it. We will use every effort to help him to get labor, but, at the same time, he and the people of his community must use ingenuity and cooperative effort to produce crops, and livestock and dairy products.

It may be that all of our volunteer effort—however well intentioned and well administered—will not suffice to solve the problem. In that case we shall have to adopt new legislation. If this is necessary I do not believe that the American people will shrink from it.

In a sense, every American, because of the privilege of his citizenship, is a part of the selective service.

The nation owes a debt of gratitude to the selective service boards. The successful operation of the selective service system and the way it has been accepted by the great mass of our citizens gives us confidence that, if necessary, the same principle could be used to solve any manpower problem.

And I want also to say a word of praise and thanks for the more than ten million people, all over the country, who have volunteered for the work of civilian defense and who are working hard at it. They are displaying unselfish devotion in the patient performance of their often tiresome and always anonymous tasks. In doing this important neighborly work they are helping to fortify our national unity and our real understanding of the fact that we are all involved in this war.

Naturally, on my trip I was interested in watching the training of our fighting forces.

Younger Soldier the Better

All of our combat units that go overseas must consist of young, strong men who have had thorough training. A division that has an average age of twenty-three or twenty-four is a better fighting unit than one which has an average age of thirty-three or thirty-four. The more of such troops we have in the field the sooner the war will be won, and the smaller will be the cost in casualties.

Therefore I believe that it will be necessary to lower the present minimum age limit for selective service from 20 years down to 18. We have learned how inevitable that is, and how important to the speeding up of victory.

I can very thoroughly understand the feeling of all parents whose sons have entered our armed forces. I have an appreciation of that feeling—and so has my wife.

I want every father and every mother who has a son in the service to know—again, from what I have seen with my own eyes—that the men in the Army, Navy and Marine Corps are receiving today the best possible training, equipment and medical care. And we will never fail to provide for the spiritual needs of our officers and men under the chaplains of our armed services.

Good training will save many, many lives in battle. The highest rate of casualties is always suffered by units comprised of inadequately trained men.

We can be sure that the combat units of our Army and Navy are well manned, and well equipped, and well trained. Their effectiveness in action will depend upon the quality of their leadership, and upon the wisdom of the strategic plans on which all military operations are based.

Chides "Typewriter Strategists"

I can say one thing about our plans: they are not being decided by the typewriter strategists who expound their views in the press or on the radio.

One of the greatest of American soldiers, Robert E. Lee, once remarked on the tragic fact that in the war of his day all the best generals were apparently working on newspapers instead of in the Army. That seems to be true in all wars.

The trouble with the typewriter strategists is that, while they may be full of bright ideas, they are not in possession of much information about the facts or problems of military operations.

We, therefore, will continue to leave the plans for this war to the military leaders.

The military and naval plans of the United States are made by the joint staff of the Army and Navy, which is constantly in session in Washington. The chiefs of this staff are Admiral Leahy, General Marshall, Admiral King and General Arnold. They meet and confer regularly with representatives of the British joint staff, and with representatives of Russia, China, the Netherlands, Poland, Norway, the British dominions and other nations working in the common cause.

Since this unity of operations was put into effect last January, there has been a very substantial agreement between these planners, all of whom are trained in the profession of arms—air, sea and land—from their early years. As Commander in Chief, I have at all times also been in substantial agreement.

"Many Major Decisions Made"

As I have said before, many major decisions of strategy have been made. One of them—on which we have all agreed—relates to the necessity of diverting enemy forces from Russia and China to other theatres of war by new offensives against Germany and Japan. An announcement of how these offensives are to be launched, and when, and where, cannot be broadcast over the radio at this time.

We celebrate today the exploit of a bold and adventurous Italian—Christopher Columbus—who with the aid of Spain opened up a new world where freedom and tolerance and respect for human rights and dignity provided an asylum for the oppressed of the Old World.

Today the sons of the New World are fighting in lands far distant from their own America. They are fighting to save for all mankind, including ourselves, the principles which have flourished in this new world of freedom.

We are mindful of the countless millions of people whose future liberty and whose very lives depend upon permanent victory for the United Nations.

Warns of Isolationists-to-Be

There are a few people in this country who, when the collapse of the Axis begins, will tell our people that we are safe once more; that we can tell the rest of the world to "stew in its own juice"; that never again will we help to pull "the other fellow's chestnuts from the fire"; that the future of civilization can jolly well take care of itself in so far as we are concerned.

But it is useless to win battles **if the cause for which we fought these battles is lost. It is useless to win a war unless it stays won.**

We, therefore, fight for the restoration and perpetuation of faith and hope throughout the world.

The objective of today is clear and realistic. It is to destroy completely the military power of Germany, Italy and Japan to such good purpose that their threat against us and all the other United Nations cannot be revived a generation hence.

We are united in seeking the kind of victory that will guarantee that our grandchildren can grow and, under God, may live their lives, free from the constant threat of invasion, destruction, slavery and violent death.

18-19 DRAFT IS HELD VITAL BY PRESIDENT

Continued From Page One

Joint Staff and representatives of Poland, Norway, the British Dominions and other nations working in the common cause, and in making war plans had found substantial agreement, which he, as Commander in Chief, shared.

Speech Devoid of Politics

Although he spoke just three weeks before the November general elections, there was no political appeal in his speech, and he even ignored the the suggestions of the Democratic House leaders, Speaker Rayburn and Representative John McCormack of Massachusetts, that he urge all citizens to exercise their balloting privilege.

In touching the question of drafting the 18 and 19 year olds, which has been a political issue on Capitol Hill, he said: "I believe that it will be necessary to lower the present minimum age limit for selective service from 20 years down to 18," and added:

"We have learned how inevitable that is—and how important to the speeding of victory."

"All of our combat units that go overseas must consist of young, strong men who have had thorough training. A division that has an average age of 23 or 24 is a better fighting unit than one which has an average age of 33 or 34. The more of such troops we have in the field the sooner the war will be won and the smaller will be the cost in casualties."

Says People Will Not Shrink

no longer "afford to indulge" the prejudices and practices which bar women, Negroes and older men from jobs.

Even school children can help, he remarked, and authorities **shoul dmake plans so that older students can take some time from** their school year, and use their Summer vacations to help raise and harvest crops, or produce munitions.

Taking cognizance of complaints from farm States over labor shortages, the President said that the country regarded every farmer as essential to victory, looked to him to keep his production up or even increase it, and "will use every effort to help him get labor, but, at the same time, he and the people of his community must use ingenuity and cooperative effort to produce crops, and live stock and dairy products."

Remarks on New Offensives

Only two separated paragraphs of the speech dealt with the vital second front question, which has disturbed the Russian Government as well as many persons in Great Britain and the United States. He said:

"They (the Nazis) are proclaiming that a second front is impossible; but, at the same time, they are desperately rushing troops in all directions and stringing barbed wire all the way from the coasts of Finland and Norway to the islands of the Eastern Mediterranean.

"Many major decisions of strategy have been made. One of them—on which we have all agreed—relates to the necessity of diverting enemy forces from Russia and China to other theatres of war by new offensives against Germany and Japan. An announcement of how these offensives are to be

and tried in accordance with the judicial processes of criminal law."

This was considerably short of the retribution urged by Lieut. Gen. Somervell, chief of the Army Service of Supply, at St. Louis earlier this month when he told his **audience: "Don't be satisfied until the Nazis and the Japanese and all the evil they stand for have been utterly and forever destroyed."**

The President was caustic in his indirect references to the protests of thirty-three Washington correspondents and others who contended that news of his cross country trip had been delayed longer than was necessary for reasons of military security and complained against limiting the accompanying correspondents to representatives of The Associated Press, The United Press and the International News Service.

"It is very easy to say, as some have said," he stated, "that when the President travels through the country he should go with a blare of trumpets, with crowds on the sidewalks, with batteries of reporters and photographers—talking and posing with all the politicians of the land.

"But having had some experience in this war and in the last war, I can tell you very simply that the kind of trip I took permitted me to concentrate on the work I had to do without expending time meeting all the demands of publicity. And—I might add—it was a particular pleasure to make a tour of the country without having to give a single thought to politics.

"I expect to make other trips for similar purposes, and I shall make them the same way."

Jibes at Post-War Isolationists

He ended with a jibe at the post-war isolationists whose number he described as few but who, he said

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MAIN FLOOR

Russeks

"Common Sense Prevailing"

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The "war of nerves" against the United Nations is now turning into a boomerang. For the first time, the Nazi propaganda machine is on the defensive. They begin to apologize to their own people for the repulse of their vast forces at Stalingrad, and for the enormous casualties they are suffering. They are compelled to beg their overworked people to rally their weakened production. They even publicly admit, for the first time, that Germany can be fed only at the cost of stealing food from the rest of Europe.

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Says Tour Was to Feel Pulse

There are now millions of Americans in Army camps, in naval stations, in factories and in shipyards.

Who are these millions upon whom the life of our country depends? What are they thinking? What are their doubts and what are their hopes? And how is the work progressing?

The Commander in Chief cannot learn all of the answers to these questions in Washington. That is why I made the trip I did.

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I expect to make other trips for similar purposes, and I shall make them in the same way.

In the last war, I had seen great factories; but until I saw some of the new present-day plants, I had not thoroughly visualized our American war effort. Of course, I saw only a small portion of all our plants, but that portion was a good cross-section and it was deeply impressive.

The United States has been at war for only ten months, and is engaged in the enormous task of multiplying its armed forces many times. We are by no means at full production level yet. But I the reports of actual performance of our weapons on the fighting fronts—I can say to you that we are getting ahead of our enemies in the battle of production.

Voices Tribute to Congress

Of great importance to our future production was the effective and rapid manner in which the Congress met the serious problem of the rising cost of living. It was a splendid example of the operation of democratic processes in wartime.

The machinery to carry out this act of the Congress was put into effect within twelve hours after the bill was signed. The legislation will help the cost-of-living problems of every worker in every factory and on every farm in the land.

In order to keep stepping-up our production, we have had to add millions of workers to the total labor force of the nation. And as new factories come into operation, we must find additional millons of workers.

This presents a formidable problem in the mobilization of manpower.

It is not that we do not have enough people in this country to do the job. The problem is to have the right numbers of the right people in the right places at the right time.

We are learning to ration materials; and we must now learn to ration manpower.

Tells Aims of Manpower Policy

The major objectives of a sound manpower policy are:

First, to select and train men of the highest fighting efficiency needed for our armed forces in the achievement of victory over our enemies in combat.

Second, to man our war industries and farms with the workers needed to produce the arms and munitions and food required by ourselves and our fighting allies to win this war.

In order to do this, we shall be compelled to stop workers from moving from one war job to another as a matter of personal preference; to stop employers from stealing labor from each other; to use older men, and handicapped people, and more women, and even grown boys and girls, wherever possible and reasonable, to replace men of military age and fitness; to train new personnel for essential war work and to stop the wastage of labor in all non-essential activities.

There are many other things that we can do, and do immediately, to help meet the manpower problem.

The school authorities in all the States should work out plans to enable our high school students to take some time from their school year, and to use their Summer vacations, to help farmers raise and harvest their crops, or to work in the war industries. This does not mean closing schools and stopping education. It does mean giving older students a better opportunity to contribute to the war effort. Such work will do no harm to the students.

People should do their work as near their homes as possible. We cannot afford to transport a single worker into an area where there is already a worker available to do the job.

"Can't Afford Prejudices"

In some communities employers dislike to employ women. In others they are reluctant to hire Negroes. In still others, older men are not wanted. We can no longer afford to indulge such prejudices or practices.

Every citizen wants to know

Continued From Page One

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In touching the question of drafting the 18 and 19 year olds, which has been a political issue on Capitol Hill, he said: "I believe that it will be necessary to lower the present minimum age limit for selective service from 20 years down to 18," and added:

"We have learned how inevitable that is—and how important to the speeding of victory."

"All of our combat units that go overseas must consist of young, strong men who have had thorough training. A division that has an average age of 23 or 24 is a better fighting unit than one which has an average age of 33 or 34. The more of such troops we have in the field the sooner the war will be won and the smaller will be the cost in casualties."

Says People Will Not Shrink

Turning to the manpower problem in general, the President said that "we must now learn to ration manpower," and called upon the nation to intensify its volunteer man-hour conservation moves, lest it be necessary to adopt new legislation. The belief was expressed that if volunteer effort, however well intentioned and well administered, should fail, he did not believe that the American people will shrink from compulsion if necessary.

These major objectives of a sound man power policy were enunciated:

1. To select and train men of the highest fighting efficiency needed for the armed forces in the achievement of victory over our enemies in combat.

2. To man war industries and farms with the workers needed to produce the arms and munitions and food required by ourselves and our fighting allies to win this war.

"In order to do this, "the President said," we shall be compelled to stop workers from moving from one war job to another as a matter of personal preference; to stop employers from stealing labor from each other; to use older men, and handicapped people eand more women, and even grown boys and girls, wherever possible and reasonable, to replace men of military age and fitness; to train new personnel for essential war work; and to stop the ewastage of labor in all non-essential activities."

Predicts Many Women on Job

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ing that a second front is impo
sible; but, at the same time, the
are desperately rushing troops i
all directions and stringing barbe
wire all the way from the coasts
Finland and Norway to the islan
of the Eastern Mediterranean.

"Many major decisions of str
tegy have been made. One of the
—on which we have all agreed
relates to the necessity of diver
ing enemy forces from Russia a
China to other theatres of war
new offensives against Germa
and Japan. An announcement
how these offensives are to
launched, and when, and whe
cannot be broadcast over the rad
at this time."

The President began his spee
with a brief resume of his tour a
the conclusions he drew, chief
which was "the plain fact that t
American people are united
never before in their determinati
to do a job and do it well."

"That is the main thing that
saw on my trip around the cou
try—unbeatable spirit," he d
clared. "If the leaders of Ge
many and aJpan could have co
along with me, and had seen wh
I saw, they would agree with
conclusions."

He said that the war strength
the United Nations is on the u
grade, but the Axis leaders kn
they have reached full streng
and cannot replace fully th
steadily mounting losses.

The "war of nerves," previous
a prime Axis weapon, now h
boomeranged, and the Nazi pro
aganda machine is on the defe
sive, apologizing to their own pe
ple for the repulse at Stalingr
begging overworked people to ra
weakened production and adm
ting publicly, for the first tin
that Germany can be fed only
stealing food from the rest of E
rope.

This change, the President sa
has driven the Axis leaders to
crease the fury of their atrociti
and he renewed his pledge that
United Nations will punish th
responsible after the war.

"We have made it entirely cl
that the United Nations seek
mass reprisals against the popu
tions of Germany or Italy or
pan," he added. "But the ri
leaders and their brutal henchm
must be named and apprehen

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his audience: "Don't be satisfied until the Nazis and the Japanese and all the evil they stand for have been utterly and forever destroyed."

The President was caustic in his indirect references to the protests of thirty-three Washington correspondents and others who contended that news of his cross country trip had been delayed longer than was necessary for reasons of military security and complained against limiting the accompanying correspondents to representatives of The Associated Press, The United Press and the International News Service.

"It is very easy to say, as some have said," he stated, "that when the President travels through the country he should go with a blare of trumpets, with crowds on the sidewalks, with batteries of reporters and photographers—talking and posing with all the politicians of the land.

"But having had some experience in this war and in the last war, I can tell you very simply that the kind of trip I took permitted me to concentrate on the work I had to do without expending time meeting all the demands of publicity. And—I might add—it was a particular pleasure to make a tour of the country without having to give a single thought to politics.

"I expect to make other trips for similar purposes, and I shall make them the same way."

Jibes at Post-War Isolationists

He ended with a jibe at the post-war isolationists whose number he described as few but who, he said, "when the collapse of the Axis begins, will tell our people that we are safe once more; that we can tell the rest of the world to 'stew in its own juice'; that never again will we help to pull 'the other fellow's chestnuts from the fire'; that the future of civilization can jolly well take care of itself in so far as we are concerned."

But it would be useless to win battles if the cause for which they were fought is lost, he added, and useless to win a war unless it stays won.

Stating our objective as the restoration and perpetuation of faith and hope throughout the world, the President said our goal was to "destroy completely the military power of Germany, Italy and Japan to such good purpose that their threat against us and all the other United Nations cannot be revived a generation hence."

Reich Simplifies Rail Equipment

By Telephone to THE NEW YORK TIMES.

STOCKHOLM, Sweden, Oct. 12—During the coming year German railway shops will produce only one standardized type of locomotive and the production of railroad cars will also be simplified, Berlin reports said today. The reports indicated uneasiness by German authorities over the state of railway equipment.

Nazi Slain in Poland

LONDON, Oct. 12 (AP)—A Reuter dispatch from Stockholm said today that a Nazi farm leader named Schwarz had been killed at Szarzyn, Poland, and the local police chief was wounded by two persons who escaped on bicycles.

A REALLY BECOMING DRESS

OUR SOFT-SPOKEN CHARMERS IN
TAPESTRY-LIKE RAYON CREPE

$29.95

These days you see him only when the army or navy can spare him—and that's not as often as you'd like. So who can blame a girl for wanting each date to be dazzling, for deliberately forging a chain of memories, link by link? These are memory-makers — soft, helplessly feminine, unutterably becoming. Sling-neckline dress (*left*), comes in black, brown, spice green or red. Front-peplum dress (*right*), in black tobacco, red, gold and bride's blue. Both come in tapestry-textured rayon crepe, and in misses' sizes.

THIRD FLOOR

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MOBILIZATION POLICIES - NOV. 1942

Daily News
Washington, D.C.
Nov. 30, 1942

POLL GIVES PORTRAIT OF WOMAN WAR WORKERS

There may be throughout the land, some who still feel the average woman war worker is a husky mountain gal with a mustache, no larnin' and a good right uppercut.

Through courtesy of the Department Store Economist, let it be noted that the lady welder or riveter is completely feminine, and no blockhead. She is a high school graduate, loves the movies, goes shopping incessantly, is trying bravely to make her clothes last longer than they should and wears a corset or girdle while at work.

The Economist, one of the largest of the trade papers, set out recently to interview these women war workers--1000 of them. Questions were fired, to find out what she was like, how the war had changed her life, what she was doing with her paycheck.

Plants canvassed were Wright Aeronautical Corp., Emerson Radio & Phonograph Corp., Curtiss-Wright Corp., propeller division, Otis Elevator Co., aeronautical division, and RCA Manufacturing Co. Inc.

They Are Level-Headed

Perhaps, most important conclusion drawn from the poll is that America's women defense workers are level-headed. All of them are making more money than ever before--and yet, only 20 per cent are spending more money for recreation, while 50 per cent are saving for a "definite purpose after the war" and 99 per cent are buying war bonds.

Seventy-seven per cent said they took their jobs to help the war effort; 46 per cent (some checked both reasons) said they took them for increased income. Forty-two per cent are making up to 10 per cent more than formerly; 27 per cent are making 11 to 40 per cent more, 25 per cent are making 41 to 50 per cent more and 6 per cent are making 51 per cent more and better.

Of the 50 per cent saving for a "definite purpose," one-third are after a "new hom home," another third seek new home furnishings and others want furniture, electrical equipment or automobiles.

Theaccent is on youth. Seventeen per cent are 20 or younger, 65 per cent are 21 to 30, 13 per cent are 31 to 40 and the remaining 5 per cent are over 40.

And they even have ideas on the tax situation. Fifty-eight per cent voiced approval of the proposal for a witholding tax, while 30 per cent liked Beardsley Ruml's pay-as-you-go plan. But don't get the idea that because they know what the score is, they've forgotten how to be Lazy Daisies.

In Their Leisure Time

Take their leisure time. One says she uses hers to "spend time with sailors." Another reports calloustly, that she "goes out with married men." Another says she eats and sleeps, while still another (undoubtedly a holdover from the John Held, Jr. era) cracks: ""WHAT leisure hours?

"These girls may be doing a man's work" states the Department Store Economist, "but they've got ideas still. Look at these two Christmas gift requests: 'A really SUPER negligee' and 'A housecoat, BUT glamorous.' " Other yearned-for Christmas presents are "Sugar Daddy," "Man" and "Money, money, money," but some, a little wistfully, wrote "Peace" or "War to end."

Their tips for department stores are: employ more help, so we won't have to wait so long for purchases; stay open more than two nights weekly; open at 8:30 a.m. daily, and stay open on Sundays.

Thirty-five per cent are married and spen their time "just waiting for hom," whil
25 per cent have children.

Nov. 11, 1942 Sec'y Order on 16-18 girls NSA copy

543-42

UNITED STATES DEPARTMENT OF LABOR

Division of Public Contracts

WASHINGTON

TITLE 41 - PUBLIC CONTRACTS

CHAPTER II - DIVISION OF PUBLIC CONTRACTS

EXEMPTION FROM THE PROVISIONS OF SECTION 1(d) OF THE WALSH-HEALEY PUBLIC CONTRACTS ACT TO PERMIT THE EMPLOYMENT OF FEMALE PERSONS UNDER 18 YEARS OF AGE IN ANY INDUSTRY.

WHEREAS, the Acting Secretary of War, the Acting Secretary of the Navy and the Chairman of the Maritime Commission having requested that an exemption be granted under Section 6 of the Walsh-Healey Public Contracts Act (49 Stat. 2036; 41 U.S.C. Supp. III, 35), hereinafter called the Act, permitting the award of contracts to contractors in all other industries not included in the exemption order dated April 21, 1942, without the inclusion in such contracts as required by Section 1(d) of the Act the representation and stipulation:

> "That no * * * female person under eighteen years of age * * * will be employed by the contractor in the manufacture or production or furnishing of any of the materials, supplies, articles, or equipment included in such contract"; and

WHEREAS, the request is supported by written findings signed by the Acting Secretaries of War and Navy and the Chairman of the Maritime Commission that the inclusion of such stipulation as provided in Section 1(d) of the Act will impair seriously the conduct of Government business by retarding essential production and interfering with the successful prosecution of the war in which the United States is engaged and which requires the complete utilization of the human and national resources of the nation; and

WHEREAS, an exemption has been granted heretofore to permit the employment of girls between the ages of 16 and 18 upon contracts in certain industries; and

WHEREAS, it is apparent that justice and public interest will be served by extending the exemption to all other industries on a basis of the findings by the Acting Secretary of War, the Acting Secretary of the Navy and the Chairman of the Maritime Commission;

I HEREBY AMEND the order dated April 21, 1942, pursuant to the powers vested in me by Section 6 of the Walsh-Healey Public Contracts Act until further ordered granting an exemption from the application of Section 1(d) and Section 2 of the Act with respect to the employment of girls between the ages of 16 and 18 by contractors from this date in any industry, subject to the following conditions:

(1) That no girl under 16 years of age shall be employed.

(2) That no girl under 18 years of age shall be employed for more than 8 hours in any one day, or between the hours of 10 p.m. and 6 a.m., or in any way contrary to State laws governing hours of work.

(3) That no girl under 18 years of age shall be employed in any operation or occupation which, under the Fair Labor Standards Act or under any State law or administrative ruling, is determined to be hazardous in nature or dangerous to health.

(4) That for every girl under the age of 18 years employed by him the contractor shall obtain and keep on file a certificate of age showing that the girl is at least 16 years of age.

(5) That a specific and definite luncheon period of at least 30 minutes be regularly granted any women workers under 18 years of age.

(6) That no girl under 18 shall be employed at less than the minimum hourly rate set by or under the Fair Labor Standards Act or the Walsh-Healey Public Contracts Act for the industry in which the exemption is granted.

Dated: November 11, 1942

(Signed) FRANCES PERKINS

INTERNATIONAL HARVESTER COMPANY

180 North Michigan Avenue
Chicago, U.S.A.

November 1, 1942

Mr. Merle Thorpe
Editor and Publisher
NATION'S BUSINESS
U. S. Chamber of Commerce Building
Washington, D.C.

Dear Mr. Thorpe:

We are pleased to respond to your telegram of last week asking us certain questions connected with our Company's experience with women employes in war work.

Our Company has employed considerable numbers of women in manufacturing plants for a long period of time. In the past, of course, they have worked primarily on jobs that were particularly adapted to women, such as our twine mills and our West Pullman plant where there have been a great number of precise jobs requiring intelligence and skill of handling. In the main these positions have been on light work. We had, therefore, formulated a substantial body of policy relating to the employment of women and we have found it necessary to modify these policies in surprisingly few instances to adapt them to the great new program calling for large numbers of women in war work.

You ask first about our Company's experience from a psychological viewpoint in the employment of women. It has been our experience that there is no substantial psychological difference in the handling of women employes from the handling of men employes. We believe both men and women react substantially in the same way to the problems of their jobs and work; therefore, we have not encountered psychological problems connected with the employment of women that differ in any substantial degree from the same problems in connection with men. We might say that today where women are engaged in war work in our plants they are most eager and enthusiastic about the work and have a keen understanding of its importance and significance in the Company's war effort, and are performing splendidly from a production standpoint.

Your second question has to do with the various state laws governing hours and working conditions of women. It is true that these laws do rather strictly control the working conditions of women employes, but it has been our experience in every state in which we employ women industrial workers that the state laws have provisions covering emergencies or emergency periods that permit the liberalization of the laws thereby. It has been our experience, also, that the industrial commissioners administrating these laws have been very realistic in the recognition of the present emergency and the need for women employes to work longer hours, and have therefore relaxed many of their former peacetime provisions under the emergency powers they possess. We have found thus far that there has been no delay of production due to the stringencies of state laws governing this factor.

You ask also about the new facilities required when women employes are taken into a plant that formerly employed only men. Our Company has followed a policy of converting toilet, washroom and other facilities formerly used only for men, into facilities that can be used by women. This has been relatively easy to do and the result has been quite satisfactory to our women employes. It has not made it necessary for us to ask for priorities on materials that are now very scarce for the erection of such facilities. In one or two plants where we have had large employe washroom and locker space, we have met this problem by building a wall through the center of the room and converting a portion of it into women's facilities.

You ask next about home conditions and the care of children, in the case of women leaving home to take employment in industrial plants. We feel that the care of children at nurseries, etc., rather than being a problem of the manufacturer primarily is a community function, and that it should be approached from that standpoint. In the communities surrounding some of our plants, settlement house and other public institutions of that nature have established day nurseries and our Company has contributed financially to such undertakings. We desire to continue that policy rather than setting up such establishments of our own because we believe that the community possesses skills and knowledge the handling of this problem which we, as an industrial employer, do not possess. It has thus far worked very satisfactorily for us and we believe it will continue to do so. We appreciate, however, that this is not the case in some communities, and that some large war employers have followed the other policy.

Long before the war the Harvester Company selected, after great care, suitable safety clothing to be worn by women working in its plants. Very little change was found necessary in this respect when we bagan to hire more women for war work. All women employes in Harvester plants wear a specially devised safety cap, designed after much care and actual testing, to prevent loose hair from getting caught in revolving machinery. The caps are so designed that if any portion of the cap touches any piece of revolving machinery the girl is warned in such a way that she can pull away without any real hazard.

In addition to the safety cap, women employes wear a safety uniform designed both to be attractive(girls in different plants select the color of the uniform they prefer to wear) and for safety. The uniforms launder easily and give the wearer long service. The Company buys the uniform in quantity and sells them without profit to employes at about $1.70 a suit. The uniform consists of a blouse, which can be replaced for about 70 cents, and slacks, which can be replaced for about $1.00. Our women employes also are encouraged to wear sensible shoes designed for maximum safety. We hope to be able to continue the use of these safety uniforms indefinitely, but if materials shortages should interfere we will reappraise the jobs in such a way that all the women on jobs that have any particular hazard will have the uniforms, and other jobs with little hazard might not be required to have them.

You might be interested in our experience in the training of women employes for war work. We are experimenting in some plants with 3-day classes for the purpose of orienting women employes and giving them a fundamental knowledge of shop procedure established in the plants. Special courses have included shop safety, arithmetic, blue-print reading, use of scales, micrometers, gauges, hand tools, tool and shop terms and Company policies. After the women are taken into the shop on the job, instruction is given by qualified instructors who know not only the technical details of the job operation, but how to teach, as well.

For women who have had no shop experience this training is proving especially helpful for when they are introduced into the shop they are not bewildered by the various machines and shop terminology. The training is proving beneficial to women who have had previous shop experience in that it may correct any unsafe working habits. Several of our instructors believe that women employes on the whole are more accurate in the use of precision instruments than men. They feel that women excel especially in production jobs that require slow, patient work.

While we have no Company records to indicate unqualifiedly that the accident rate among women is better than among men employes, we do know that women offer no special safety hazards. It is the belief of our safety supervisors that women on the whole tend to be safer workers than new men in that they will take fewer chances on the job. This factor may be abetted, of course, by the fact that the safety uniforms have short sleeves, are form fitting, and have no loose parts that might catch on moving machinery. We do not permit women to wear jewelry while operating machines. A sentimental point--if a woman employe objects to removing her wedding ring she is advised to cover it with adhesive tape. This usually solves that problem to the satisfaction of both the employe and the Company's safety department.

As evidence of the fact that women are taking a keen interest in the furthering of the war production effort at one of our war production plants, one-sixth of the accepted suggestions turned in thus far under the labor-management production drive committee set-up came from women employes. One of the women employes of this plant, Florence Heathcote, leads both and women employes in the number of workable suggestions thus far submitted. She has offered over twenty suggestions thus far, nearly all of them having real merit, and has obtained substantial recognition in the plant.

Surprising enough, many of the suggestions submitted by the women under this union-management program are of a highly technical nature thus showing a thorough understanding on the part of the woman employe of what makes the wheels of her machine go 'round.

We honestly believe that our Company has an outstanding record of success in the employment of women. Directing our women's employment work for many years has been Miss Sara Southall who is now so widely recognized in her field that she was selected by the Man Power Commission as consultant and advisor to the Commission on its whole national program of the utilization of women in war work. She is now giving a liberal portion of her time to the government in Washington.

On the chance that you might be looking for some photographs of women in war work which would illustrate safety uniforms, etc., I am pleased to send you a number herewith. I do not believe any captions are necessary although one of them was taken especially to illustrate the type of safety shoes we try to get women employes to wear.

I trust that this information is what you wanted and that it will be helpful to you in the preparation of your article. Naturally, we will appreciate any mention of the Harvester Company in that connection that you feel justified in giving us.

Very truly yours.

Dale Cox
Director, Public Relations

JH [illegible]
[illegible]
P.51

WOMAN LABOR RESERVE
November 1942

An estimated 5,000,000 nonworkers constituted the Nation's labor reserve that was immediately available on a voluntary basis to meet the war manpower shortage in November 1942, according to the Bureau of the Census. Women made up 4,500,000 of this reserve and 4,100,000 of these were housewives. The 500,000 available men were mainly students, or older men not ordinarily in the labor force because of age or physical restrictions. This labor reserve of 5,000,000 nonworkers who could take full-time employment was, of course, in addition to the estimated 1,700,000 workers who were reported as unemployed in November.

Most of the 4,500,000 women in the labor reserve were married and keeping house, and about one-third were responsible for the care of small children. Among both men and women, over three-fourths were willing to accept factory employment, while nearly one-sixth would take farm jobs. Three-fourths had previous work experience, but little more than half of these had worked within the past five years. The problem of bringing workers and jobs together is indicated by the fact that less than one-fourth of those who could take jobs were willing to move to another community. Most available workers did, however, indicate an interest in factory training programs and a willingness to work at prevailing wages.

NONWORKERS WHO COULD TAKE FULL TIME JOBS
14 years of age and over

	Total	Women	Men
	In millions		
Total	5.0	4.5	0.5
Engaged in home housework	4.1	4.1	*
Students	0.5	0.3	0.2
Unable or too old	0.2	*	0.2
Other nonworkers	0.2	0.1	0.1
14 - 19 years		0.3	
20 - 24 "		0.4	
25 - 44		2.0	
45 - 64		1.3	
65 years and over		0.1	
Inexperienced		1.2	
With work experience		3.3	
Within last 5 years		1.7	
More than than 5 years		1.6	
Farm		0.8	
Nonfarm		3.7	
		Percent	
Not responsible for care of children		60	
Responsible for 1 or more children under 14 years		40	
" " " " " " " 10 "		22	

* Less than 50,000

U. S. DEPARTMENT OF COMMERCE J Hooks
BUREAU OF THE CENSUS
WASHINGTON

Immediate Release

MRLF—No. 7

THE NATION'S AVAILABLE LABOR RESERVE
November, 1942

(This report is based on a special inquiry made in connection with the November 1942 enumeration of the Monthly Report on the Labor Force. All persons 14 years of age and over in the sample households who were not working or seeking work were asked whether they could take a full-time job for wages if one were available in their community within the next 30 days. Of those who answered "Yes" to this question, a small number were asked an additional series of questions, the results of which are presented below. The estimates of total labor reserves, by age, sex, farm-nonfarm residence, current nonworker classification, and recency of work experience are based on returns from the total number of cases regularly included in the Monthly Report on the Labor Force sample. The estimates of other characteristics are based on the smaller subsample.)

An estimated 5,000,000 nonworkers constituted the Nation's labor reserve that was immediately available on a voluntary basis to meet the war manpower shortage in November 1942, according to ~~Director~~ J. C. Capt, Bureau of the Census, Department of Commerce. Women made up 4,500,000 of this reserve and 4,100,000 of these were housewives. The 500,000 available men were mainly students, or older men not ordinarily in the labor force because of age or physical restrictions. This labor reserve of 5,000,000 nonworkers who could take full-time employment was, of course, in addition to the estimated 1,700,000 workers who were reported as unemployed in November.

Most of the 4,500,000 women in the labor reserve were married and keeping house, and about one-third were responsible for the care of small children. Among both men and women, over three-fourths were willing to accept factory employment, while nearly one-sixth would take farm jobs. Three-fourths had previous work experience, but little more than half of these had worked within the past five years. The problem of bringing workers and jobs together is indicated by the fact that less than one-fourth of those who could take jobs were willing to move to another community. Most available workers did, however, indicate an interest in factory training programs and a willingness to work at prevailing wages.

The November labor reserve of 5,000,000 may be compared with an estimate of 7,600,000 nonworkers who were available for full-time employment in March 1942.[1] The entrance of large numbers of nonworkers, particularly women, into the labor market since last March was undoubtedly the major factor in bringing about such a sharp reduction. In both March and November the civilian labor force stood at 54,500,000 persons, despite heavy withdrawals of men to the armed forces during this period.

The differences in response on the two dates caused by psychological reactions are difficult to evaluate. Some persons said, "Yes—I can take a full-time job if it is necessary in connection with the war effort." This patriotic motive, linked with an earnest desire to help win the war, was stated or implied in many more instances in November than it was last March. Against this, however, was the fact that persons interviewed in November indicated a more thorough understanding of, and a more serious attitude toward, the manpower problem.

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[1] See Special Memorandum No. 10, Potential Labor Supply in the United States, March 1942, Division of Research and Statistics, Work Projects Administration. (Copies available from the Bureau of the Census.)

Widespread discussion and publicity had led many people to give serious consideration to the question of taking full-time employment, and probably reduced substantially the number giving an affirmative answer to the inquiry without weighing fully the personal adjustments which a full-time job would require of them. In November, people realized the great need for additional workers; last March, the question about taking a full-time job may have sounded academic.

Full utilization of the available labor reserve is limited by many factors, including age, sex, work experience, and geographic location. The estimated 5,000,000 persons who make up this group, therefore, probably cannot all be employed, any more than unemployment can be expected to disappear. The purpose of this report is to present data on the number and characteristics of persons who are immediately available for employment, for utilization in planning the kind and intensity of recruitment and training programs necessary to provide manpower for the successful prosecution of the war-production program.

CHARACTERISTICS OF THE AVAILABLE LABOR RESERVE

Housewives and other women ordinarily engaged in housework in their own homes made up over four-fifths of the available supply of workers. Young persons attending school and not otherwise employed were the next most important source. The following table shows the sex and current nonworker classification of the 5,000,000 persons available for full-time employment in November:

CURRENT NONWORKER CLASSIFICATION	NONWORKERS WHO COULD TAKE FULL-TIME JOBS (Millions of persons 14 years of age or over)		
	Total	Women	Men
Total	5.0	4.5	0.5
Engaged in home housework	4.1	4.1	*
Students	0.5	0.3	0.2
Unable or too old to seek work under normal conditions	0.2	*	0.2
Other nonworkers	0.2	0.1	0.1

*Less than 50,000.

Well over one-half of the women in the labor reserve were in the highly employable age groups between 20 and 44 years. By contrast, practically no men were available in this age range. The male labor reserve consisted almost entirely of men under 20, mostly students, and those over 65 years who had retired or dropped out of the labor force because of age or other physical restrictions. A large number of women reported as available were over 45 years of age, and undoubtedly many of these could not be rated as fully employable for factory or production jobs requiring continued physical exertion and stamina. Maximum utilization of the labor reserve, therefore, will require shifting currently employed men and younger women into jobs requiring greater physical endurance, and replacing them with older women now part of the labor reserve.

AGE	NONWORKERS WHO COULD TAKE FULL-TIME JOBS (Millions of persons 14 years of age or over)			PERSONS ENGAGED IN HOME HOUSEWORK
	Total	Women	Men	
Total	5.0	4.5	0.5	4.1
14—19 years	0.7	0.5	0.2	0.3
20—24 years	0.5	0.5	*	0.4
25—44 years	2.1	2.1	*	2.0
45—64 years	1.4	1.3	0.1	1.3
65 years and over	0.3	0.1	0.2	0.1

*Less than 50,000.

Slightly over one-fourth of the Nation's available labor reserve was entirely without work experience; that is, the persons had never held a full-time job lasting 2 weeks or more. The remainder had held one or more such jobs in the past, but for almost half of this group the work experience was obtained more than five years ago. Thus, only two-fifths of the immediately available labor supply had had recent work experience. This certainly points to the tremendous problem of training and retraining that must be met before these potential workers can be utilized effectively in war industry or in other types of employment. The following table summarizes the work experience reported by both men and women in the labor reserve:

PAST WORK EXPERIENCE	NONWORKERS WHO COULD TAKE FULL-TIME JOBS (Millions of persons 14 years of age or over)		
	Total	Women	Men
Total	5.0	4.5	0.5
Inexperienced [1]	1.3	1.2	0.1
With work experience	3.7	3.3	0.4
Within last 5 years	2.0	1.7	0.3
More than 5 years ago	1.7	1.6	0.1

[1] Persons who had never held a full-time job lasting 2 weeks or more.

Almost one-fifth of the nonworkers available for full-time employment lived on farms. This division of potential workers by farm-nonfarm residence corresponds closely to the distribution reported at the time of the March survey of potential workers, and to the residence of the labor force in April 1940. The agreement indicates that the available labor reserve continues to be distributed geographically in much the same way as the total labor force and the total population. Since the most acute shortages of manpower are concentrated in a relatively small number of war-production centers, it is clear that geographic location precludes the employment of many persons in the labor reserve.

RESIDENCE	NONWORKERS WHO COULD TAKE FULL TIME-JOBS (Millions of persons 14 years of age or over)		
	Total	Women	Men
Total	5.0	4.5	0.5
Farm	0.9	0.8	0.1
Nonfarm	4.1	3.7	0.4

As indicated in the note at the beginning of this report, a subsample of persons who said they could take full-time jobs was interviewed at greater length regarding past work experience, home responsibility, availability for specific types of jobs, etc. Results from this special inquiry are presented in the sections of the report that follow. These estimates are based on a sample of approximately 1,300 cases, and accordingly should be used with some caution.

QUESTION: (1) "HAVE YOU EVER HELD A PAID FULL-TIME JOB LASTING TWO WEEKS OR MORE?"

(2) "IF SO, WHAT KIND OF WORK (OCCUPATION) DID YOU DO AND IN WHAT TYPE OF BUSINESS (INDUSTRY) DID YOU LAST WORK?"

Occupations	
All nonworkers who could take full-time jobs	100%
Had held full-time jobs	74
Operatives and kindred workers	22
Clerical, sales, and kindred workers	20
Domestic service workers	11
Protective and other service workers	6
Professional and semiprofessional workers	7
Craftsmen, foremen, and kindred workers	3
All other	5
Had not held full-time jobs	26

Industries	
All nonworkers who could take full-time jobs	100%
Had held full-time jobs	74
Manufacturing, construction, transportation, etc.	27
Trade, finance, and business services	17
Domestic service	12
Other services, including amusement	14
Agriculture, forestry, fishing, and mining	2
All other	2
Had not held full-time jobs	26

The proportions in which nonworkers of various occupational experience were available in November corresponded generally to the occupational distribution of nonworkers who could take full-time jobs in March 1942, but differed in several respects from the occupational and industrial groupings within the employed labor force. On the whole, persons with sales, clerical and domestic service experience made up a relatively larger part of the labor reserve than of the employed labor force, while skilled and semiskilled workers were proportionately fewer in the labor reserve than in the employed population. The occupational and industrial experience of the labor reserve reflects its composition. It was to be expected that a group composed mainly of women would show larger numbers in sales, clerical, and domestic occupations, but relatively few in the skilled trades.

QUESTION: "WOULD YOU BE WILLING TO TAKE A FACTORY JOB?"

	Total	Residence Non-farm	Residence Farm
All nonworkers who could take full-time jobs	100%	100%	100%
Yes	76	76	74
No	24	24	26

QUESTION: "HAVE YOU EVER HAD A FACTORY JOB?"

	Total	Non-farm	Farm
All nonworkers who could take full-time jobs	100%	100%	100%
Yes	24	27	12
No	76	73	88

Approximately three-fourths of all available nonworkers expressed willingness to take factory jobs, and this proportion held among both farm and nonfarm residents. Only 12 percent of the available nonworkers living on farms, as compared with 27 percent of the nonfarm residents in the labor reserve, had ever held factory jobs. Practically all of those who had held factory jobs in the past stated that they would be willing to accept factory employment again. Apparently the concentrated demand for workers in war industries and the publicity given to industrial employment needs caused many persons to declare themselves available for factory employment, despite lack of experience and other limiting factors.

QUESTION: (1) "WOULD YOU BE WILLING TO TAKE A FREE TRAINING COURSE WITHOUT PAY IN PREPARATION FOR A FACTORY JOB?"

(2) "IF NOT, WOULD YOU BE WILLING TO TAKE A TRAINING COURSE WITH PAY, IN PREPARATION FOR SUCH A JOB?"

All nonworkers who could take full-time factory jobs	100%
Yes	93
Would take factory training without pay	56
Would take factory training with pay only	37
No	7

Most persons willing to accept factory employment were willing also to accept training in preparation for factory jobs. This fact points to a general recognition of the need for training and retraining, and to a favorable attitude toward the training process.

Many of the persons who required pay during the training period stated that it would be impossible for them to meet transportation costs and other expenses incidental to training unless some compensation was received.

QUESTION: "WOULD YOU BE WILLING TO TAKE A JOB ON A FARM?"

	Total	Residence Non-farm	 Farm
All nonworkers who could take full-time jobs	100%	100%	100%
Yes	15	10	35
No	85	90	65

About 15 percent of the available labor reserve—roughly 750,000 persons—were willing to take farm jobs. Not all of this number, however, were available for year-round farm work since many would accept seasonal farm jobs only. The proportion of potential farm workers in the labor reserve was almost as large as the proportion of agricultural workers in the employed labor force in November 1942. It is probable that the number of people willing to accept farm employment was limited to some extent by seasonal factors. At the time of this inquiry, the level of agricultural employment was approaching the winter low and a strong incentive to labor market activity in rural areas had been removed. Few nonworkers were thinking in terms of immediate employment on farms, and the phrasing of the interview question regarding availability specified acceptance of a job within thirty days.

It seems clear, therefore, that the 750,000 people who declared themselves available for agricultural employment do not measure the extent to which nonworkers can be drawn into farm jobs. Agricultural employment usually increases 2,000,000—3,000,000 from the winter low to the summer high. In past years, farm housewives, students, and other nonworkers have supplemented the agricultural labor supply during peak seasons. In the spring and summer of 1942, increasingly large numbers of such persons took jobs on farms. This was necessary because of the decrease in the farm labor force brought about by military inductions and the movement of workers to factory employment. With these drains on the regular agricultural labor supply continuing, women, children, and other supplementary workers will have to be recruited for farm work in even greater numbers in 1943, if expanded food production goals are to be met.

QUESTION: "IF YOU WERE TO TAKE A JOB AT THIS TIME, WHAT IS THE LOWEST WEEKLY WAGE THAT YOU WOULD ACCEPT?"

All nonworkers who could take full-time jobs	100%
$12 or less	13
13—17	14
18—22	26
23—27	20
28—37	14
38 or more	7
Not reported or uncertain	6

The average (median) wage that persons in the available labor reserve would be willing to accept for full-time employment was approximately $22 per week. This is somewhat higher than the average wage reported by workers in the 1940 Census, but considerably less than wages now being paid in manufacturing industries. Many persons desired wages equal to those received on their last full-time job. Others stated that they would accept the prevailing wage rate for the job at which they would work. Most persons who were interviewed were fully aware of the current demand for workers and the relatively high salaries paid in war industries, but very few expected to be paid unusually high wages if they should accept employment.

QUESTION: (1) "WOULD YOU BE WILLING TO LEAVE HOME TO WORK IN ANOTHER COMMUNITY IF A JOB WERE FOUND FOR YOU THERE?"

(2) "IF SO (AND IF WILLING TO TAKE A FACTORY JOB), WOULD YOU LEAVE HOME TO TAKE A FACTORY JOB?"

(3) "IF SO (AND IF WILLING TO WORK ON A FARM), WOULD YOU LEAVE HOME TO WORK ON A FARM?"

All nonworkers who could take full-time jobs	100%
Willing to leave home to work in another community	24
To take either factory or farm job	8
To take factory but not farm job	14
To take farm but not factory job	*
To take other employment only	2
Not willing to leave home to work in another community	76

*Less than 0.5 percent.

Less than one-quarter of the available nonworkers were willing to leave home to work in another community, a fact which emphasizes the problems involved in bringing jobs and workers together. Almost all of the group willing to leave home would do so to accept factory employment. A number of these persons would leave to work either in factories or on farms, but both farm and factory employers would be attempting to tap this section of the labor reserve. Very few persons willing to leave home were interested exclusively in farm jobs.

The large number of available nonworkers not willing to leave home can be explained by the high proportion of housewives in the group. Most of these housewives considered their entering the labor market as secondary to the employment of their husbands. The possibility of housewives moving to new communities to take employment is being increased, however, by the induction of married men into the armed forces.

QUESTION: "MARITAL STATUS OF PERSONS ENGAGED IN HOME HOUSEWORK WHO COULD TAKE FULL-TIME JOBS."

All persons engaged in home housework who could take full-time jobs	100%
Married	83
Single	7
Separated or divorced	3
Widowed	7

About five-sixths of the women in the labor reserve engaged in home housework were married. The proportion of married women among homemakers in the labor reserve was almost the same as the proportion among all homemakers reported in April 1940. This would seem to indicate that only a small reserve of unattached women was available.

Since the majority of the nonworkers currently available for employment were married women engaged in home housework, it seems clear that utilization of the Nation's labor reserve will require broad adjustments of family life. Such readjustments will be particularly necessary in cases where the care of young children is involved.

QUESTION: (1) "ARE YOU RESPONSIBLE FOR THE CARE OF ANY CHILDREN UNDER 14 YEARS OF AGE IN THE HOUSEHOLD?"

(2) "IF SO, WHAT ARRANGEMENTS FOR THE CARE OF THESE CHILDREN WOULD BE NECESSARY IF YOU TOOK A JOB?"

All women engaged in home housework who could take full-time jobs	100%
Not responsible for the care of children	60
Responsible for the care of one or more children	40
Under 10 years	22
10—13 years	10
Under 10 years and 10—13 years	8

All women engaged in home housework, responsible for the care of children and who could take full-time jobs	100%
Maid or housekeeper would assume care of children	32
Other member of household would assume care of children	18
Neighbor or relative outside household would assume care of children	18
Would need nursery school or day nursery	11
Other requirements specified	5
No care necessary	16

Forty percent of the home houseworkers in the labor reserve were directly responsible for the care of children under 14 years of age. Most of these women planned to make private arrangements for the care of their children upon accepting employment. In many cases this would involve the hiring of a maid or housekeeper to remain in the home at least during working hours.

As more and more persons are drawn into war production, however, mothers who planned to rely on maids, housekeepers, relatives, or neighbors for the care of their children, may have to make other arrangements. Under such circumstances, the establishment of day nurseries, now required by only a small proportion of the labor reserve, would become increasingly necessary. Moreover, the need for nursery facilities bears a more important relationship to the manpower problem than is indicated in the table above. Large numbers of women already employed are in need of day nurseries for their children; many other women, not willing to accept employment at present, might well be brought into the labor force if adequate facilities for the care of their children were available in their home communities.

DIVISION OF
PRESS INTELLIGENCE
1526-14th St., N. W.

NO. OWI

SYMBOL 1L

Star-Telegram (ID)
Fort Worth, Texas

DATE NOV 29 1942
p.

Women Playing Big War Role

4 Million Hold Defense Jobs; Types of Employment Grow After Tests in Many Fields.

WASHINGTON, Nov. 28 (AP).—The Office of War Information reported Saturday that approximately 15,000,000 American women or less than 23 per cent of the total female population, have paying jobs and that 4,000,000 of them are doing war work.

This compared with 11,100,000 in 1940 and an estimated 18,000,000 working women by the end of next year, the OWI said. In 1940, there were 1,400,000 doing work involving national defense, OWI said, predicting that by the end of 1943 the number of women war workers would rise to 6,000,000 or 30 per cent of the expected total labor force of 20,000,000 in war industries.

The increase in women workers has taken place without any change in the Government's pre-war policy of giving women full opportunity to work, the OWI commented, noting that prejudices of "some employers and some unions" against hiring of women were "being abated now."

No Registration Decision.

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"With the exception of the ban on married women teachers in some communities, the only laws and regulations which have limited employment opportunities for women have been those which, in some States, prohibit women from working at night or in certain trades or occupations considered hazardous to them," the OWI said.

President Roosevelt has disclosed that the Government is considering the registration of women as a means of getting accurate information on the number available for war work. A decision on the registration proposal, however, has not been reached. Labor leaders have indorsed it.

The OWI noted that the Nazi government had made an about-face in policy regarding women workers.

"Germany as early as 1939 had sidetracked her prejudice against allowing women to leave 'children, church and kitchen' and had 37 per cent of all of them in jobs," OWI said.

Field Expanding.

Figures on German employment of women in 1941, given by the international labor office, "indicate how close to maximum utilization of available manpower Germany had then reached," the statement said. In that year 64 per cent of the girls aged 15 to 19 were gainfully employed, 44 per cent of those 20 to 65, and 13 per cent of those 65 and over.

Indicative of the expanding field for women workers was an announcement by the Civil Aeronautics Administration that it was reopening training classes to both men and women for control tower, communications stations and other work. About 40 per cent of the traffic controller and 80 per cent of the aircraft communicator trainees to date have been women, the CAA said, adding that "the proportion is expected to be even higher in forthcoming sessions."

DIVISION OF
PRESS INTELLIGENCE
1526 14th St., N. W.

NO. OWI

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Times-Dispatch (ID)
Richmond, Va.

DATE NOV 29 1942
p.

15 Million Women Work In War Jobs

23% of Female Population Employed

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This compared with 11,100,000 in 1940 and an estimated 18,000,000 working women by the end of next year, the OWI said. In 1940, there were 1,400,000 doing work involving national defense, OWI said, predicting that by the end of 1943 the number of women war workers would rise to 6,000,000, or 30 per cent of the expected total labor force of 20,000,000 in war industries.

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Nazis Change Policy

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PRESS INTELLIGENCE
1526 14th St., N. W.

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World (D)
Tulsa, Okla.
Circ.

DATE NOV 29 1942
p.

15 MILLION U. S. WOMEN AT WORK, OWI ANNOUNCES

Figures Are Expected to Rise Further as War Progresses

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The increase in women workers has taken place without any change in the government's pre-war policy

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FEW LIMITATIONS

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EE CENTS. Elsewhere FIVE CENTS

Manpower Shift To Army Studied By Roosevelt

President Considers Plan to Center Job Under One Agency

By JESSE O. IRVIN.

Congressional sources said today that President Roosevelt is considering a proposal by the military high commands to place control of all civilian manpower operations in the hands of the War Department.

The concern with which the White House is reported studying this proposal, the sources said, is the primary reason the chairmen of five congressional committees interested in the manpower situation went on record publicly this week in favor of a unified control of the non-military economy by putting production, manpower and supply ‘under one civilian roof" and in command of a single director.

Senators Kilgore of West Virginia, Murray of Montana, Pepper of Florida and Truman of Missouri and Representative Tolan of California, all Democrats, said they planned to have a bill ready setting up a central office of war mobilization by December 7.

Consult With Baruch.

The proposal is responsible, congressional sources said, for the appearance of Presidents William Green of the AFL and Philip Murray of the CIO and Julius Luhrsen, director of the Railway Labor Executives' Board, before a hurriedly called session of the Senate Education and Labor Committee within 24 hours after discussing the manpower situation with Mr. Roosevelt for the purpose of indorsing a central control agency "headed by a civilian."

The proposal also is responsible, congressional sources admit, for the statement by Senators Kilgore and Pepper and Representative Tolan that they planned to consult with Bernard M. Baruch, World War Industries Board director and author of a recent book which advocates a central civilian control agency to act as an arbiter of conflicting war industrial demands.

The proposal also is responsible, congressional sources said, for what they termed the slow progress now being made by War Manpower Chairman Paul V. McNutt in formulating policies and setting up a field organization for the mobilization and utilization of the Nation's manpower.

Army's Progress Cited.

It is reported to be linked with the branching out of the Army's civilian manpower organization which, congressional sources said, is "unhampered by lack of funds and personnel and commanding the prestige of the Army uniform," is already "several long steps" ahead of the War Manpower Commission in the labor supply field.

The military high commands' proposal, reported submitted to the President late in September, calls for consolidation of all civilian manpower organizations, including those operated by the War Manpower Commission, the Selective Service Administration, the Army, the Navy, the War Shipping Administration, the Civil Service Commission and the War Production Board, under the Army's Services of Supply, headed by Lt. Gen. Brehon Somervell.

The objective is to end the existing manpower confusion and conflict, it was reported, by placing under one command, which holds the "purse strings" on the majority of war contracts. This command would be responsible for the formulation of policies and the development of programs for the effective utilization of civilian manpower. The command also would formulate plans for the speeding of mobilization of labor for the prosecution of the war production effort, and to supervise all labor supply efforts and activities.

Formed Personnel Office.

Gen. Somervell organized an Office of Civilian Personnel before the creation of the War Manpower Commission. As the Navy's civilian manpower organization is reported to be small, the Army's manpower branch, on request, is assisitng it in carrying out its labor utilization program.

J. P. Mitchell, a civilian, is in command of the Office of Civilian Personnel. He is quoted by congressional sources as saying: The indirect employment of one-fourth of the Nation's labor force on jobs for the Army makes Army production plans and Army policy on employment standards one of the major determinants of the national labor supply policy. Only through an organization which can devote full time to these problems can Services of Supply handle manpower problems adequately."

Laura Smith is in [illegible]

Dean Barker, a representative of the Secretary of the Navy, also is quoted by congressional sources as saying "as the labor pool gets tighter, relations between naval procurement and the Army's manpower branch will become much closer."

Efficient Balance Sought.

The Senate Defense Investigation Committee, headed by Senator Truman, maintains that the high military commands must check their war strategy plans, insofar as manpower and production are concerned, against the total civilian manpower resources to make sure an efficient balance is achieved. It also suggests that the agency responsible for manpower mobilization have a voice in and knowledge of these war requirements in order to do an effective job.

This view is supported by the WMC's Management-Labor Policy Committee, which has recommended to the President that authority and responsibility for the apportionment of manpower be centralized in the chiefs of staff, the lease-

(See MANPOW[illegible] A-4.)

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lend administrator, WPB and WMC. This committee holds that the number, as well as the rate at which men are to be withdrawn from civilian activities for the armed forces, must be determined in the light of the overall demands on the Nation's supply of manpower.

Mr. McNutt has said that informal meetings have been held with the chiefs of staff, but a recent report prepared by the commission's staff states that the military requirements are still known only to the high command.

Production Plans Needed.

In testimony before the House Defense Migration Investigating Committee headed by Representative Tolan, Mr. McNutt acknowledged that effective manpower mobilization depended on a production program which provided systematic advance information on manpower requirements. This congressional committee holds that "our war production program, unbalanced and unco-ordinated in its present operation, cannot make available a comprehensive schedule of manpower needs."

Housewives, join the fight! Save waste cooking fats for gunpowder. Take them to your meat dealer.

SLIGHTLY USED

Advance release
/December 29, 1942.

U. S. Department of Labor
WOMEN'S BUREAU
Washington

War plants are hiring numbers of local housewives, students, and other women holding their first jobs, according to a recent survey by the Women's Bureau, U. S. Department of Labor, of 137 plants representing 14 main industrial classifications in New Jersey. About 30 percent of the workers were women, many of whom had replaced men.

"The woman war labor force as pictured in this survey may well reflect significant national trends," Miss Mary Anderson, director of the bureau, commented. "We selected a highly industrialized and populated area where it was possible to trace out an emerging pattern of woman employment."

An expanding use of local labor supply indicates that in-migration of women workers to this area is not extensive, the survey shows. Local, inexperienced women are hired after former employees and transfers from other firms are taken on. A number of women going into factories for the first time had been clerical and domestic and other service workers. Only a few were from sales and teaching groups.

The proportion of women in jobs only men used to fill varied considerably by industry. In the manufacture of rubber products, for example, long a woman employing industry, the ratio of women to men in men's jobs was over 3 to 5. However, in aircraft engine and propeller production, where women have a much briefer work history, the ratio was only 1 to 11. This ratio is more important in connection with replacement than first appears, (in that it represents practically all woman employment in the aircraft engine and propeller plants visited. In other words,) Almost nearly 100 percent of the women productive workers were on jobs previously held by men.

In machines and machine tool production women were half the personnel in factory jobs where they replace men, such as on grinding machine operations. The same proportion held in the manufacture of ordnance. Other than aircraft engine, instruments was the only industry showing a proportion of woman replacement of less than 1 to 5.

All plants surveyed were engaged 50 percent or more on war orders, more than half of them solely on such orders. Industries represented included textile and apparel manufacturing, the manufacture of aircraft engines and propellers, ordnance, chemicals, and drugs, electrical products that are largely communication equipment, instruments, machines and machine tools, plastic and rubber products.

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Women's Bureau, U. S. Department of Labor, Washington

Dec. 18, 1942

Table 1.--Estimatesof persons in the labor force 1/, by age and sex: October 1942
(Millions of persons 14 years and older)

Month and year	All ages	14-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65 years and over
				Males				
1941								
October	40.4	2.9	4.4	9.6	9.0	7.6	4.8	2.1
1942								
October	39.0	3.5	3.3	8.6	8.6	7.8	4.9	2.3
				Females				
1941								
October	13.7	1.9	2.8	3.4	2.7	1.7	0.9	0.3
1942								
October	15.0	2.1	2.9	3.5	3.2	2.0	1.0	0.3

1/ Excludes institutional population and estimated number of persons in the armed forces.

Taken from U. S. Dept. of Commerce, Bureau of the Census, Current Surveys: MRLF-No. 4
Monthly Report on the Labor Force - Age and Sex of Persons in the Labor Force:
June 1941 - October 1942.

MOBILIZATION POLICIES - DEC. 1942

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				Females				
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October	13.7	1.9	2.8	3.4	2.7	1.7	0.9	0.3
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Taken from U. S. Dept. of Commerce, Bureau of the Census, Current Surveys: MRLF-No. 4
Monthly Report on the Labor Force - Age and Sex of Persons in the Labor Force:
June 1941 - October 1942.

Table 2.--Percentage distribution 1/ of estimated persons in the labor force 2/, by age and sex: October 1942
(Millions of persons 14 years and older)

Month and year	All ages	14-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65 years and over
				Males				
1941								
October	100.0	7.2	10.9	23.8	22.3	18.8	11.9	5.2
1942								
October	100.0	9.0	8.5	22.1	22.1	20.0	12.6	5.9
				Females				
1941								
October	100.0	13.9	20.4	24.8	19.7	12.4	6.6	2.2
1942								
October	100.0	14.0	19.3	23.3	21.3	13.3	6.7	2.0

1/ Percent distribution computed from the data in table 1.
2/ Excludes institutional population and estimated number of persons in the armed forces.

WOMEN IN WAR INDUSTRY

Extracts from speech by Mary Anderson to B'nai B'rith Group Vocational Guidance Service, Phildelphia, Pa. December 13, 1942.

At all times in this country millions of women must earn their own living--many must support dependents as well. As a result of the war--women's wage-earning responsibilities will be greatly increased. Women will have to continue to take the place of men who come back maimed or fail to return. Then--we must see to it that such women who have gone so willingly into war work today--women who have left their homes or abandoned their peacetime pursuits are given their due chance at freedom from want. Then--as the soldiers are mustared out of their military duties--back to their civilian jobs--women must not be unfairly accused of taking men's jobs, as at the close of the last war. Then Government and all other forces, including women's organizations, concerned with making post-war adjustments must not overlook the needs of women who as unknown soldiers and unidentified heroes on the labor fronts have made their contributions and their sacrifices too, for victory and democracy. ...

WOMEN WORK FOR VICTORY

Extracts from speech by Mary Anderson to the Chicago Industrial Union Council, Chicago, Illinois, February 14, 1943.

Even as we strive to win the war we must do more. We must look to the winning of the peace. In planning for the post-war period, essential gains for women on the labor front must not be allowed to slip out of hand. Some of these victories have been achieved after long years of struggle.

One question I am frequently asked is: At the close of the war what is to become of all the many women who have been added to the labor force? Many will automatically withdraw to their home jobs. But - as a result of the war - the wage-earning responsibilities of women will be increased - many will be forced to the place as breadwinners of men who do not return or who come back maimed from their combat services. And I do not need to remind you that at all times in this country millions of women must earn a living - and many support dependents as well.

Because of sommany uncertain factors we do not yet know what our industrial and occupational patterns will be after the war. But we can even now begin to shape our policies and our plans in accordance with President Roosevelt's Four Freedoms and the Atlantic charter. We can begin to formulate a peace program based on justice to all - both men and women throughout the world and within our own country. We must guarantee to all our citizens - freedom from fear and freedom from want. We must guarantee opportunity for employment under fair conditions to all men and women having such a natural want.

As the soldiers are mustered out of their military service - back to their civilian jobs we should not forget that women on the industrial fronts have made their contributions - and their sacrifices, too - as unsung heroes, for victory and democracy.

ADVANCE RELEASE

ADVANCE RELEASE: For SUNDAY MORNING Papers, December 13, 1942

Fitzgerald: Labor 24180

OFFICE OF WAR INFORMATION
DEPARTMENT OF LABOR

OWI-925

The number of woman factory wage earners increased by more than a half million during the first year of war, Secretary of Labor Frances Perkins reported today. This did not include office and other clerical employees, saleswomen, officials, technical and supervisory personnel.

"In mid-October there were about 3,200,000 women employed as factory wage earners as compared with 2,700,000 in October, 1941," she said. "Over the same period total factory wage earners increased from 11,400,000 to an all-time high of 12,700,000, which did not include Government-operated establishments such as Navy Yards, Arsenals, and the like.

"Although well over nine-tenths of the increase in factory wage employment was in the durable goods industries, which traditionally employ relatively few women, female employment increased by 20 percent as compared with an increase of 9 percent for men.

"The durable goods industries, primarily devoted to war production, absorbed about four-fifths of the year's increase in female factory employment. The transportation equipment group led with a gain of 175,000 women - almost entirely due to increased hiring in aircraft plants. Before Pearl Harbor only about 1 in 100 wage earners was a woman; today 1 in 10 is. Large increases in female wage employment were also reported by the machinery industries (106,000) and by plants manufacturing iron and steel and their products (76,000).

"In the nondurable goods industries, the number of women employed increased by 110,000 - largely in ammunition and explosive plants - while the number of men decreased by 34,000. To some extent, this reflects the hiring of women to replace men who have shifted to the higher-paid heavy war industries or entered the armed forces.

"As in earlier years, establishments engaged in the manufacturing of apparel and other finished fabrics continued to employ the largest proportion of female wage earners, 78 percent. Other industries in which large proportions of the wage earners were tobacco manufactures, 67 percent; textile-mill products, 47 percent; and leather and leather products, 44 percent."

December 11, 1942

Dr. Margaret B. Pickel
Adviser to Women Graduate Students
War Work Information Bureau
Columbia University, 301 Philosophy Hall
New York, N.Y.

My dear Doctor Pickel:

With further reference to your letter of December 3d, instead of sending you brief statements of various fields now open to women, I want to suggest that you write the American Council on Education for its bulletin "War Service Opportunities for College and University Students", since it is such an excellent summary of jobs now available through the Civil Service, and for each title gives not only a brief summary of qualifications but under "comments" states whether women should be encouraged to apply. Although this was published in April, it will be most helpful; there have been changes in some of the requirements (lowering the standards - though this remark should not be quoted). The material is so arranged that one title is on each page, and all are classified according to whether college training of under two years, or two to four years, is required, and as to equivalents allowed.

Perhaps the Columbia University library has a copy of this, so you can examine it to know how useful it might be. The New York City office of the Civil Service Commission could probably make the necessary corrections in it (especially for dietitians), for specific fields in which you are interested, as well as to add any recent new announcements.

You will be interested in several general articles in the September-October issue of LABOR INFORMATION BULLETIN, which is enclosed. You are being listed to receive this in the future.

In the field of transportation and communication, you will be interested in plans the Pennsylvania Railroad - and probably other railroads - is making to train college girls for certain jobs. Also, there is an Air Line War Training Institute, organized by the private air lines, in which some college girls would undoubtedly be interested.

Your letter to the "Psychologist, Department of Labor", was referred to the Women's Bureau, and I believe in general whatever information we have along lines of special opportunities for college women will appear in the LABOR INFORMATION BULLETIN.

Sincerely yours,

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Bertha M. Nienburg
Assistant Director.

Extracts from speech by Sarah Rehling, women's division, Labor Relations Dept.,
Richmond, California shipyards. War Conference of California Chamber of
Commerce, L. A. Dec. 2, 1942.

War experience has demonstrated that women, subject to the limitations imposed by physical strength and stamina, can perform almost every job customarily done by men. In our own industry, shipbuilding, which is a heavy industry and traditionally a man's world, women are proving themselves good craftsmen. They are doing outstanding jobs as welders. In fact, their weld footage production actually excels that of men in some instances.

One of the most important steps in preparation for women is "selling" the idea of women workers to supervisors and men on the job. The men must realize that it is the necessity of war that is bringing women into industry, that their presence there is not merely some one's experimental idea, that women are not competing for men's jobs, but they are patriotically taking the place of men called into the armed services.

The major part of supervisory problems can be avoided if men employees and their supervisors are pre-conditioned to the idea of women workers.

Proper physical conditions of work are essential. Safe and decent working garments for women are highly important. In the Richmond Shipyards we have selected proper garments for each craft, forestalling the purchase of unsuitable clothing.

The equal pay for equal work standard is vital to the satisfactory industrial use of women; to regard women as a source of cheap labor would have disastrous effects upon our economy.

Our experience has been that women will prefer or demand jobs on the swing shift and even on graveyard.

Our principal contact with women on the job is through the counselors. There is an extensive counseling system at Richmond. The counselors are members of the Labor Relations Department and have offices in the yards.

The counselor is constantly on the alert in her field observations to discover new ways in which women can be utilized in shipbuilding and to continue job analysis.

Mrs. McLeod

Serial No. R. 1502

[From the MONTHLY LABOR REVIEW (December 1942) of the Bureau of Labor Statistics, United States Department of Labor]

WAR WORK OF THE WOMEN'S BUREAU, U. S. DEPARTMENT OF LABOR

EARLY in 1941 the Women's Bureau was formally recognized as the official agency for all matters relating to women's employment in the war effort. It had recorded the World War experience in the use of woman labor in 1917 and 1918 and, for many years thereafter, had been consulted by the Planning Division of the War Department concerning the employment of women during any future war. It was natural, therefore, that the Under Secretary of War, Robert P. Patterson, should write the Secretary of Labor, under date of March 15, 1941, "* * * I shall take measures to see that the services in the War Department take up all matters of concern to woman workers with the Women's Bureau."

Since that date there has been close cooperation with the several services in the War Department to bring about the most effective employment of women in war industries. Cooperative relationships have been established, as occasion warranted, with the Navy Department, Civil Aeronautics Board, Office of Vocational Education for National Defense, National Housing Authority, Office of Defense Health and Welfare Services, National Labor Relations Board, War Production Board, State labor departments, women in labor unions, USO organizations, scores of individual employers having war contracts, and latterly with the War Manpower Commission.

Analyses of Jobs for Women in War Industries

Although War Department's plans called for utilization of women in war industries and several arsenals pioneered in extending women's employment to many processes, the availability of masses of men during 1940 and early 1941 resulted in a lack of interest in woman workers on the part of private employers. It was deemed advisable to take advantage of this pre-war period to become fully informed of modern methods of producing the weapons of war, to review the background of women's employment during World War I, and to make careful analyses of jobs in relation to their suitability for women.

The work women were doing on punch presses, drilling machines, milling machines, lathes, grinders, and polishers, as well as their high record of achievement in inspection, assembly, filing, and other bench work in peacetime metal and electrical industries were well known to the Women's Bureau. The extent to which these developed skills would be useful to war-implement industries was easily demonstrated. In the last war women had proved themselves able in an emergency to make good on any job, if adequately trained. However, for practical purposes in the first year of the present war, it seemed advisable to limit recommendations for women's employment to work comparable to what many women have done or are doing in other industries—to work the average woman can do as well as, or better than, the average man. If women were placed in such occupations only, the greatly expanded war production program could be met with a labor force composed one-fourth of women.

In the following pages is given a summary of suggestions as to possibilities of extended utilization of women in principal operations in the making of airplanes, instruments of varied types, and small arms and artillery ammunition, which was made for Government departments and private employers during 1941. Detailed descriptions of occupations are given in the body of a report on each industry. In 1942, similar occupational analyses were or are being made of pistol, rifle, and gun manufacture, machine-tool production, shipbuilding, airplane engine and propeller building, and explosives manufacture. As demands of the Army and Navy call more men from production, these analyses will be extended to other industries.

Women's employment in war industries has increased materially in the last 6 months. Most spectacular is their employment in airframe manufacturing, where they constitute 13 percent of the productive staff as compared to less than 1 percent in 1941. Estimates of May 1942 indicate that even when office workers are included the total number of women in manufacturing war supplies is less than a million or 11 percent of the almost 8 million workers. Obviously. full utilization of women in the occupations listed below is far from being achieved.

AIRCRAFT ASSEMBLY [1]

In every department of the aircraft industry, as now organized there are varying proportions of occupations in which women may be employed as the industry expands. In all departments there are jobs deemed not suitable for women, either because the work is beyond the average woman's physical strength (570/1000 that of man) and resistance (679/1000 that of man), or because the work requires lengthy experience and training which the emergency does not permit.

However, many of the jobs which women can do most effectively are to be found in production departments, such as machine shop, the press and forming, metal fabrication, bench and stainless steel assemblies, the assembly of the fuselage, wings, control surfaces, cowling, fairing, tank, final assembly, painting, covering, heat treating, anodizing, and welding departments. From a practical standpoint at the present time, departments concerned with the design, lay-out, making and repairing of patterns, molds, templates, jigs, fixtures, tools, and experimental planes, and the service departments, require a high degree of mechanical skill and experience which few women have or could obtain in a short period. In the foundry, shipping, receiving, trucking, and maintenance, much of the work is intermittently heavy and concerned with cumbersome parts. The jobs involved in these departments, however, include not more than 15 percent of the total factory employment.

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[1] See U. S. Women's Bureau Bulletin No. 189-1: Women's Factory Employment in an Expanding Aircraft Production Program, Washington, 1942.

As a conservative estimate it seems reasonable that at least one-fourth to one-third of the jobs in the aircraft-assembly plants might be filled satisfactorily by women.

The following is a list of the principal jobs on which women may be employed effectively:

Machine operating:
- Drilling, reaming, countersinking on single, multiple drills, and pneumatic drills.
- Small milling machines.
- Small turret lathes.
- Small and medium-sized punch presses.
- Small angle-bending machines and brakes.
- Light grinders.
- Riveting and dimpling machines.
- Spot welding.

Bench work:
- Burring and filing of all kinds.
- Soldering.
- Hand forming over templates and blocks.
- Tube cutting, bending, and assembly.
- Electrical assemblies.
- Wiring and bending.
- Subassemblies in jigs and at benches.

Hand and machine sewing of covers and fabric accessories.
Stretching of covers on plane surfaces.
Doping.
Painting—Spraying of small parts, stenciling, applying decalcomanias, masking, touch-up, etc.
Racking in paint, heat treating, anodizing, and plating departments.
Detail inspection of parts and subassemblies.
Departmental factory clerks and assistants in planning, parts control, blueprint despatching, and drafting.
Tool-room attendants.

INSTRUMENTS—AIRCRAFT, OPTICAL AND FIRE-CONTROL, AND SURGICAL AND DENTAL [2]

In normal times the manufacture of instruments of the types covered was on a relatively small scale, and much of the production of aircraft and fire-control instruments was on a constantly changing and experimental basis. For many years, machining and assembly were done almost entirely by men classed as all-round skilled instrument makers. However, with increased production, jobs have been broken down and women employed to a considerable extent. The proportion of women and the jobs on which they are employed, however, differ materially from plant to plant. In some plants women are working satisfactorily on machine and assembly operations, while for the same jobs in other plants women have never been considered.

In Great Britain special training courses have been offered to women as well as men in the making and fitting of instruments. Instruction covering both theory and practical application is provided in correct use of tools, gages, calipers, verniers, micrometers, and in blueprint reading, soldering, buffing, drill presses, lathes, gear cutters, milling, precision fitting, and bench assembly. In the United States, in the defense training program in most of the cities visited, general courses in machine-shop practice and assembly were open to relatively few women. Only two plants had courses of study and specific training programs as formal instruction for employees, and in one plant only men had been admitted because the training was given primarily as part of an upgrading plan and the policy was not to consider women for job progression beyond unskilled repetitive work. In all other plants, training was on the job. Many of the beginning jobs in the machine-shop, assembly, and inspection sections have been closed to women, as these operations are regarded as the beginning step for young boys who progress to more skilled work.

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[2] See U. S. Women's Bureau Bulletin No. 189-4: The Employment of and Demand for Women Workers in the Manufacture of Instruments—Aircraft, Optical and Fire-Control, and Surgical and Dental, Washington, 1942.

The summary presented below is merely indicative of the kinds of work being done and the feasibility of extending the employment of women on the various processes.

Aircraft instruments

	Sex	*Possible extension of women's employment*
Assembly and bench work:		
Mechanism subassembly	M and W	Proportion could be increased.
Mechanism final assembly	M and W	Do.
Special assemblies—		
Diaphragm	M	Women could be used entirely.
Pitot tube	M	Slight probability of using.
Gyro motors	M and W	Proportion could be increased.
Autosyn electric motors	M and W	Do.
Closing of instruments	M and W	Women could be used entirely.
Testing and inspecting:		
Parts inspection	M and W	Proportion could be increased if trained or upgraded from instrument-assembly operations.
Calibrating	M and W	
Electrical tests	M and W	
Cold, vibration, and run tests	M and W	
Final instrument inspection	M	

Optical and fire-control instruments

Optical work:		
Blocking	M and W	Only a few women used on single-spindle blocking and polishing. With training, women could be used or proportion might be increased on all operations.
Grinding	M	
Polishing	M and W	
Centering	M and W	
Cementing, engraving, etching, and silvering.	M and W	
Cleaning and inspecting	M and W	
Assembly and bench work:		
Range and height finders, panoramic sights, periscopes, plotting boards, quadrants, sextants, octants, etc.—		
Minor subassemblies	M and W	Subassemblies made by women are very minor; not much possibility of increasing proportion.
Main assemblies	M	
Binoculars, telescopes, aircraft sights, and small gunsights—		
Mounting, cleaning, and inspecting optical parts.	M and W	Proportion could be increased.
Sighting, adjusting, collimating, calibrating, etc.	M	With training, women could do in part.

Surgical and dental instruments

	Sex	*Possible extension o women's employment*
Assembly and bench work:		
Forceps, pliers, retractors, etc	M	Slight probability of increasing proportion.
Dental stands and chairs—		
Minor subassemblies	M and W	
Main assemblies	M	
Dental hand pieces and fittings	M and W	Proportion could be increased.
Clinical thermometers	M and W	Women employed extensively.
Special machining of dental burrs and broaches.	M and W	Do.

General operations applicable to most instruments and small-metals production

Heavy-duty machines:		
Drill presses	M and W	Proportion could be increased.
Punch presses	M and W	Do.
Milling machines	M and W	Do.
Metal polishing and grinding	M	Not suitable for women.
Turret lathes	M	With extensive training women could be used on lighter machines. Otherwise, probability slight.
Engine lathes	M	
Hand screw machines	M	
Automatic screw machines	M	
Gear cutters	M	
Secondary or light machines:		
Bench, watchmakers' lathes, etc. (turning, buffing, burnishing, burring, lapping, etc.)	M and W	Women employed quite generally and they could do more of light work.
Micromilling	M and W	
Sensitive drill press	M and W	
Small automatic screw	M	Slight probability without extensive training.
Hand and machine burring	M and W	Proportion could be increased.
Machine-shop inspection	M	Slight probability of employment.
Painting:		
Spray	M and W	Proportion could be increased.
Touch-up and brush	M and W	Women employed extensively.
Fill-in	M and W	Do.
Radium	W	———
Graduating and engraving	M and W	Proportion could be increased.
Heat treating, plating, and anodizing	M	Not suitable for women.
Inspecting, cleaning, wrapping for stock and shipment.	M and W	Proportion could be increased.

ARTILLERY AMMUNITION AND COMPONENTS[3]

Women already are employed in Government arsenals and in parts manufacture at many operations, specifically as machine operators, assemblers, inspectors, packers, and so on. The new plants will offer many similar jobs. There will be wide opportunity of further expansion of women's employment in an expanding production, both on new jobs and as substitutes for male operatives if the need arises. Undoubtedly women can carry on well over half of the operations in the manufacture of artillery ammunition. The list following shows the possibilities of extended utilization of women in making artillery ammunition.

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[3] See U. S. Women's Bureau Bulletin No. 192-2: Women's Employment in Artillery Ammunition Plants, Washington, 1942.

	Sex	*Possible extension of women's employment*
Metal components manufacturing:		
Toolmaking, adjusting, setting up machines, etc.	M	Not suitable for women.
Machine operations	M and W	Proportion could be increased.
Assembly	M and W	Do.
Inspection	M and W	Do.
Fuze assembly (including detonators, fuze primers, boosters, etc.):		
Machine operations	M and W	Women could be used almost entirely.
Assembly	M and W	Do.
Inspection	M and W	Do.
Loading	M and W	Do.
Packing	M and W	Do.
Propellant primers:		
Body and head machine operations.	M and W	Proportion could be increased.
Assembly of body and head	M and W	Do.
Loading (explosives operators)—		
Head	W	———
Body	M	Women could be used entirely.
Projectile manufacturing:		
Machine operations	M	Women could be substituted in part on lighter projectiles.
Inspection	M	Women could do 37-mm.
Painting	M	Do.
Packing	M	Do.
Cartridge-case manufacturing:		
Drawing, annealing, pickling, etc.	M	Not suitable for women.
Machine operations	M	Could be substituted in part.
Stamping identification	W	———
Inspection	M and W	Proportion could be increased.
Packing	M and W	No further extension possible.
Projectile loading:		
Melting, pouring, and compressing explosives.	M	Not suitable for women.
Drilling fuze cavity	M	Do.
Cleaning threads and miscellaneous light jobs.	M	Women could be substituted in part.
Case loading and assembly:		
Inserting primer	M	Women could do 37-mm. and 75-mm.
Weighing and pouring powder	M and W	Women could be used entirely.
Crimping case to projectile	M	Women could do 37-mm.
Miscellaneous machine operations	M	Women could be substituted in part.
Painting and stenciling	M and W	Proportion could be increased.
Packing	M and W	No further extension possible.
Inspection	M	Women could do 37-mm.

	Sex	*Possible extension of women's employment*
Bag loading:		
Bag sewing—		
Cutting and trimming	M	Women could be used entirely.
Power-machine operating	W	—
Smokeless-powder bag loading—		
Weighing and loading	W	—
Sewing loaded bag	W	—
Black-powder bag loading—		
Weighing and loading	M	Not suitable for women if hopper must be filled.
Sewing loaded bag	W	—
Putteeing propellant charges	M	Not suitable for women.
Inspection	M and W	Proportion could be increased.
Packing	M and W	Do.
Explosives manufacturing:		
Smokeless powder	M	Not suitable for women.
Black powder	M	Do.
TNT, amatol, etc	M	Do.
Black powder pellets	M	Women could be used entirely.
Tetryl pellets	M	Do.

SMALL-ARMS AMMUNITION[4]

Since the small-arms ammunition industry has a small product which is standardized as to operations and machining and which requires considerable care and attention to detail, women have been used extensively, and as the new plants get into production many more women will be employed in this branch of the defense program. In the Government arsenal at Frankford approximately 40 percent of the productive workers in 1941 were women, and as the dilution of labor increases, women undoubtedly will constitute a considerably larger proportion.

Women comprise a much larger proportion of the munition makers abroad than in the United States. Possibilities of extended utilization of women for such work are summarized in the following.

	Sex	*Possible extension of women's employment*
Bullet manufacturing:		
Bullet jacket:		
Drawing (several draws)	M	Women could be substituted in part for men.
Annealing, pickling, and washing.	M	Not suitable for women.
Trimming	M and W	Proportion could be increased.
Bullet point or core—		
Melt and ingot molding	M	Not suitable for women.
Extruding and forming	M	Do.
Washing and drying	M	Do.
Bullet assembly	M and W	Women could be used entirely.
Tracer-bullet charging	M and W	Proportion could be increased.

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[4] See Women's Bureau Bulletin No. 189-2: Employment of Women in the Manufacture of Small Arms Ammunition.

	Sex	*Possible extension of women's employment*
Case manufacturing:		
Drawing (several draws)	M	Not suitable for women.
Annealing, pickling, and washing.	M	Do.
Polishing	M	Do.
Pumping, pocketing, and heading.	M	Do.
Trimming	W	———
Head turning	M and W	Women could be used entirely.
Body and mouth annealing	M and W	Do.
Tapering	W	———
Chamfering	M	Not suitable for women.
Primer inserting	W	———
Primer:		
Blanking and forming cup and anvil.	M	Women could be substituted in part for men.
Shellacking strips for foiling	W	———
Pellet forming	M	Women could be substituted for men.
Foil and knock out	W	———
Inserting of anvil	W	———
Press anvils into primer cup	M	Women could be substituted for men.
Primer inverting	W	———

Counseling of Employers

The widespread attention given since December 7, 1941, to the calling of women as a practical source of new labor supply has constantly increased the number of calls on the Women's Bureau from individual employers requesting advice as to the occupations and the conditions of work found successful for the employment of women. As far as is possible with a limited staff, these calls are met by personal visits to the plants by industrial experts familiar with the manufacturing processes and equipment. Other requests are met by letters giving detailed information. Groups asking for experienced advice are reached by addresses made by staff members to managerial associations, safety engineers, personnel directors, and so forth. Furthermore, in order that the Bureau's accumulating knowledge not only of the potential occupations of women but of their actual efficiency in such occupations may be made to reach the largest possible number of employers, as well as the many officials engaged in recruiting women and in forming training classes, the Bureau prepares for distribution mimeographed reports on industries.

Many companies primarily engaged in making war implements, or converting their operations to war work, must have the assistance of an agency whose personnel is experienced in advising as to the needs of a woman labor force. Such requests have come to the Women's Bureau from engineering firms and arsenals and from companies producing machine tools, sheet metal, ordnance, optical goods, locomotives, iron and steel products, copper and brass products, ammunition, electrical supplies, cement, chemical products, petroleum, glass products, aircraft, automobiles, and food products.

Plant managers, superintendents, training supervisors, personnel directors, medical advisers, and others pose all sorts of questions to the Women's Bureau. Typical is the statement of a personnel director of a machine company expected in the near future to hire some women for factory work: "Before planning, we need some specific information." Or of a woman supervisor who says: "In heading up a women's program for our company, I am anxious to secure all pertinent materials." Included in types of information asked for by such plant officials are data on the following: The kinds of jobs women can do best; the extent to which they can handle the heavier work; methods and necessary time for training and upgrading woman workers; measures of women's skill; general health conditions for woman workers and their characteristic medical needs; proper methods of seating for correct posture; safety requirements as to headgear, shoes, and uniforms; laws and regulations as to women's work; wage standards for newly developed jobs for women; preventive measures in use of industrial poisons, causes and care of dermatitis, and other health hazards. And these employers have many more needs that the Women's Bureau has to meet.

Conditions of Employment

Plant management is desirous of obtaining information not only as to occupations suited to women but as to the physical requirements designed to spell efficiency in the use of a woman labor force, such as desirable arrangements of work shifts, advantageous rest periods, suitable and safe work apparel, healthful seating, adequate service facilities, and personnel requirements. To cover such matters, concerning general standards and policies to be observed, the Bureau is issuing a series of pamphlets that summarize some of the best data on subjects about which employers are asking. Already published are:

Hazards to Women Employed in War Plants on Abrasive Wheel Jobs.
Night Work for Women and Shift Rotation in War Plants.
Women's Effective War Work Requires Time for Meals and Rest.
Washing and Toilet Facilities for Woman War Workers.
Safety Clothing for Women in Industry.
Lifting Heavy Weights in Defense Industries.

These are done in such easily readable fashion that some firms have ordered them in 5,000 lots for distribution to workers. In preparation are similar pamphlets on seating, and on dermatitis. The Bureau also has prepared material requested by the War Department, to be incorporated as the section on working conditions of its health and safety manual, for the use of plant supervisors.

Many complaints have reached the Bureau from workers, in respect to conditions in plants that had always employed women but have speeded up or expanded because of war contracts. To secure a factual understanding of such difficulties, some 700 woman workers were called upon in their homes. The relationship of conditions of work to morale of woman workers was clearly discernible. The plants in which these women worked also were visited, and wherever possible needed changes were discussed with management. These personal interviews are being followed up with letters containing pertinent material for the use of the employers. That such a method achieves results may be judged from the answers received, excerpts from which follow:

> We are happy to report that most of the things complained about [by employees] have been corrected. We are taking immediate steps to correct the remainder.

Mrs. ——— gave us several very constructive suggestions and it has been a pleasure on our part to have followed these instructions. We believe another visit will find a marked improvement in the handling of the matters brought to our attention.

You may be sure we are correcting the crowded toilet conditions to which you refer, as rapidly as possible.

Some of the comments of woman workers are worthy of summarizing here, as they indicate attitudes that result in plant problems and have a definite effect in lessening production:

Wages.—Older employees resent the fact that they worked without increases in pay for years and now new employees earn as much as they do.

A feeling existed that machine operators should receive more than bench workers because work is harder.

Confusion and lack of understanding was expressed about the system for wage increases.

Absenteeism.—When the plants work 7 days a week very few women on the third shift report for work Saturday night. Now, when they have Saturday nights off, few will work Sunday night.

Many of the women employed have home responsibilities and must have time off to do their housework.

Young girls take time off to shop around to find the job they like best.

Absenteeism may be caused partly by lack of interest in the job and a feeling that it is not very important. Where an absence report is required of each person when she returns to work, it is customary for the women to state that their absences are due to illnesses regardless of the cause. [The latter statement checks with the very limited amount of illness reported by woman workers to Bureau agents.]

General conditions in plant.—Present arrangement of eating at machine, in toilet rooms, or in automobiles is not satisfactory.

Employees would like to be able to get hot coffee in plant.

Toilets in old building are not clean and are not adequate in number but are overcrowded.

The washroom is not available for half an hour before leaving. [This seemed most annoying to workers traveling long distances in public conveyances.]

Since it is frequently cold in workrooms in old building, girls must either smuggle coats into the room or go through a lot of red tape to get permission to get their coats.

Thermos bottles have been opened for inspection when brought into the building. Heat is lost.

[There is much evidence of need for interpretation of firm policies, and for a personnel manager to whom complaints can be made and who will allay rumors and exaggerated notions.]

Wage Rates in Occupations of Women and Men in War Industries

The speed with which women are employed, as well as their spread over the occupational field changes in direct relation to the availability of male labor in each area. Today, in one plant men are working on jobs that women are doing in another plant having similar production, and in more and more cases men and women are working side by side on the same work in the same plant. In such situations, many wage-rate problems arise, calling for new scales both in union agreements and in nonunion plants. At the urgent request of woman workers, the Women's Bureau has held many conferences with trade-union officials concerning the subject. The result has been that the United Electrical, Radio and Machine Workers of America and the United Automobile, Aircraft and Agricultural Implement Workers of America have agreed that woman workers shall receive the same wages as men when they perform the same operations, and such a clause becomes a part of new local contracts.

This subject has been included in several cases before the National War Labor Board. In order to outline sharply the present situation for the Board's attention, the Women's Bureau made a detailed job analysis of the work done by women and men in several gun plants, and presented a factual statement concerning the work done by women and men and the wage rates paid on various processes. Time and again the maximum rate paid to women on comparable operations was lower than the minimum rate paid to men working on the same machine and same part. Such differences in wage rates cause much unrest among both man and woman workers. The National War Labor Board in its directive order in the case of the General Motors Corporation and the United Automobile, Aircraft and Agricultural Implement Workers of America stated:

> Wage rates for women shall be set in accordance with the principle of equal pay for comparable quantity and quality of work on comparable operations.
>
> Any dispute arising as to the question of quality, quantity, or comparability, as herein defined, shall be subject to final determination by an arbitrator appointed by the National War Labor Board; provided, however that any such dispute which involves an alleged violation of a local wage agreement shall be settled within the procedural framework of the grievance provision in the agreement.

To assist both employers and union officials, and in response to repeated requests, the Women's Bureau has prepared a bulletin giving information on various aspects of the subject of women's wage rates, showing official Government support of the "equal pay" principle, and inclusion of clauses to this effect in union agreements, and summarizing experience as to related subjects, such as standards of women's output, their special skill in the light industrial processes now so widely demanded in the manufacture of war necessities, and so forth. The Women's Bureau outlines the following as a general standard recommended in fixing women's wages in plants manufacturing war products:

> 1. If the job or operation is a new one, the rate should be fixed according to the job, and regardless of whether a man or a woman is to perform it.
> 2. If a woman is placed on a job formerly done by a man, or on a type of job customarily done by a man, she should receive the identical rate paid the man. Managements sometimes make slight changes for the purpose of improving the process, and such changes cannot be taken as a valid basis for paying a lower wage rate to women.

The largest numbers of women are and will continue to be employed in nonwar industries and services. With increased living costs, with a much higher wage standard in war-implement industries, discontent and restlessness ensue among such workers, who are essential for civilian life. Less than a third of woman workers are organized in trade-unions. For many millions of women who are not organized, legal minimum-wage rates have afforded the only means of eliminating substandard wage rates. The fixing of legal minimum-wage rates by States was essential to insure payment of a fair living wage to workers in service industries not covered by the Fair Labor Standards Act. Up to the time the President established the Office of Economic Stabilization, the Women's Bureau had been advising State authorities as to the types of legal regulations that have proved most effective in correcting injurious conditions of employment during the war period.

The Bureau also renders technical assistance on all phases of minimum-wage legislation, administration, and enforcement. This technical assistance reaches through all stages of minimum-wage activity.

For example, where a State agency desires to issue new wage orders, the Bureau cooperates in the preliminary survey of the cost of living of employed women in the State, and prepares draft wage orders to assist wage boards, incorporating standards found to be desirable by experience. Or, where a State finds it advisable to revise a wage order or one of its provisions, to meet a specific enforcement problem, the Bureau's experts suggest methods and wording; they also constantly advise with all States on enforcement methods and techniques, and in this way are able to give each State the benefit of the methods and experience of other States.

The authority vested in the National War Labor Board to approve wage increases calls for a new form of assistance by the Bureau to the 26 States having minimum-wage legislation, which may wish to increase their issuance of new wage orders or revise present orders by bringing them in line with the rising cost of living.

Labor Laws and Regulations Affecting Women's Work

Immediately after the Pearl Harbor attack the War Department called on the Women's Bureau to make investigations as to the operation of certain labor regulations in the employment of women in war-implement factories. This situation was surveyed through visits to plants having large war contracts in several major industrial States. Subsequently, the Bureau participated in joint conferences of State labor commissioners and the War and Navy Departments for the preparation of acceptable basic labor standards for woman employment in plants having war contracts.

These agencies at that time designated sound labor standards as "the mechanisms of efficiency," and stated that "industrial history proves that reasonable hours, fair working conditions, and a proper wage scale are essential to high production." Subsequently, very few States found modifications of law necessary to make it possible to meet production schedules, and most of these few made only very minor changes. The Women's Bureau endorses the policy that authority to grant temporary modifications of existing laws be lodged in State labor departments and that the following procedure be observed when the quantity of temporary exemptions makes it necessary.

Each employer seeking temporary exemption from State labor laws to be required to file an application with the labor commissioner.

Each application to be thoroughly investigated by the labor commissioner to determine whether the need for such an exemption actually exists.

No permit granting an exemption to be issued to an employer who can maintain labor standards by using available labor supply, or by making adjustments in the organization of his plant.

No permit to be issued, even though trained workers are lacking, unless the employer makes satisfactory arrangements to train or to secure trained workers within a reasonable time.

No exemptions to be granted to employers not engaged in war work.

No permit to be issued if the health and welfare of the workers would be endangered thereby.

Permits to be limited to individual plants and for specified periods of time and to be revoked when exemptions are found to be unnecessary to maintain maximum war production.

In the ensuing months the Women's Bureau has observed the effect of these recommendations through plant investigations within several States, and is continually cooperating with State labor departments, as well as with the employers, in the alleviation of conditions of women's work so unsatisfactory as to affect their health and output.

Studies are being and will continue to be made of the effects of the administration of existing legislation on the well-being of woman workers. For example, a study is about to be undertaken to determine whether benefit-payment policies of State unemployment compensation commissions are forcing women to work longer than they should immediately before childbirth, or to return to work too soon afterward, or to accept night work and other injurious job conditions whether or not they are physically fitted for them. This has been especially important at the present time because of the increasing employment of married women and the increasing birth rate.

Community Facilities in Industrial Areas

Plants manufacturing or handling explosives have been located in rural areas. The Women's Bureau has made special investigation in 17 of these areas concerning the adequacy of housing, food, recreational, and other facilities for working women. Since most of these plants have been quite recently constructed, accommodations frequently were inadequate. Following such investigations, recommendations were made to the National Housing Authority concerning the housing needs of the community. Numerous conferences with assistants in that agency have been held, to the end that better housing arrangements are under way. Many conferences were held with representatives of the Office of Defense Health and Welfare Services both in the field and at headquarters. Copies of the Women's Bureau community-survey reports have been sent at their request to each of their regional directors, and every effort has been made to bring about the necessary changes in eating and recreational facilities.

As an example of results obtained, action is now being taken to provide recreational leadership and facilities for Elkton, Md., a community in which nothing had been provided for women even though their influx for work in two munition plants called for building of dormitories. In addition to the foregoing, crowded industrial areas in Connecticut to which women are migrating also have been studied. Recommendations as to housing and recreation needs will be forwarded to the proper administrative agency.

Requests from many communities made it evident that administrative agencies needed a statement of guiding principles. The Women's Bureau responded with the preparation of a small bulletin outlining the best acceptable standards for the housing, transportation, and recreation of woman war workers. In connection with the housing of woman war workers, for example, the Women's Bureau, following its investigations of communities and its conferences with other authorities in this field, recommends the following:

> All types of housing for woman war workers should conform to standards essential for safety, security, health, decency, adequacy, privacy, cleanliness, and comfort.
>
> Living quarters should be conveniently located in regard to workplaces and recreation facilities, and be in pleasant surroundings.
>
> Room rent should not exceed 20 percent of a woman's income.
>
> Safeguards should be set up in every community to control rents and to prevent other dangers from hit-or-miss room finding.
>
> Single rooms are preferable, or double rooms with not more than two women, each with her own bed.

Rooms (whether in private homes, boarding or lodging houses, dormitories, etc.) should be adequately furnished (including a closet with lock or a locker preferably for each occupant) and should be properly heated, ventilated, and lighted.

Bathing facilities and toilets should be modern and in good repair, arranged to give necessary privacy, conveniently located and sufficient in number (in the ratio of a modern bath, or shower, and toilet for every 5 to 7 persons; a washbasin to every 4, unless there is running water in the bedroom, then 1 for every 7).

A place on the premises for entertaining guests outside the bedroom should be available.

Eating facilities of proper kind should be conveniently located, with satisfactory inexpensive meals.

Especially for rural areas, the Bureau recommends the cooperation of local women's groups in making available satisfactory living places, and, in cases where the need develops, improved types of housing projects for women. Especially for large cities, the Bureau recommends that an organized room-registration service of a satisfactory type be created and that, where necessary, special dormitories for women be built.

Agricultural Woman Workers

The transfer of vast numbers of agricultural workers to the war industries, as well as the rapid induction of others into the armed forces, has resulted in a growing demand for the employment of women in agricultural work. In the next few years, much of the work of harvesting and picking heretofore performed by migratory labor in the many local communities will have to be carried on by women. Further, women will be needed in increasing numbers not only for their traditional work of packing and canning, but also for nearly all types of regular farm work. On April 1, 1942, there were 1,328,000 woman farm workers in the United States. The anticipated employment of women in large numbers in agriculture creates many new employment problems. In interesting women in such work, the Bureau is cooperating with other Government agencies primarily concerned. In addition, the Bureau performs a function not carried on by any other agency, namely, that of formulating and helping put into practice standards for women's employment. These standards are incorporated in a bulletin entitled "Guides for Wartime Use of Women on Farms."

Women's Bureau, A Center of Information on Women's Work

In a situation changing as rapidly as is the situation with respect to the employment of women, there is need for a center for dynamic technical information and expert advice on the widest variety of subjects connected with women's work—the types of work women do best or can do, the effects of industrial and economic changes on their employment, and the conditions found satisfactory for their continued performance. The Women's Bureau is such a center and has available the records of the most useful experience accumulated through years of knowledge of women's industrial activity.

This also includes close contacts with current and developing situations in Great Britain, Canada, Latin America, and other parts of the world. Bureau representatives have visited Canadian war-implement plants and have become fully acquainted with the part women are playing there in the manufacture, for example, of guns and rifles.

Staff members of the Women's Bureau have conferred personally with the leading advisers and experts on women's work in England, such as Caroline Haslett and Margaret Bondfield; regular exchanges of information between this Bureau and these officials are maintained. In these countries, longer in the war than the United States, many valuable details are being gleaned as to technical woman-power problems that are beginning to face this country.

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~~MR~~. Nyswander
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Victory THROUGH WOMANPOWER

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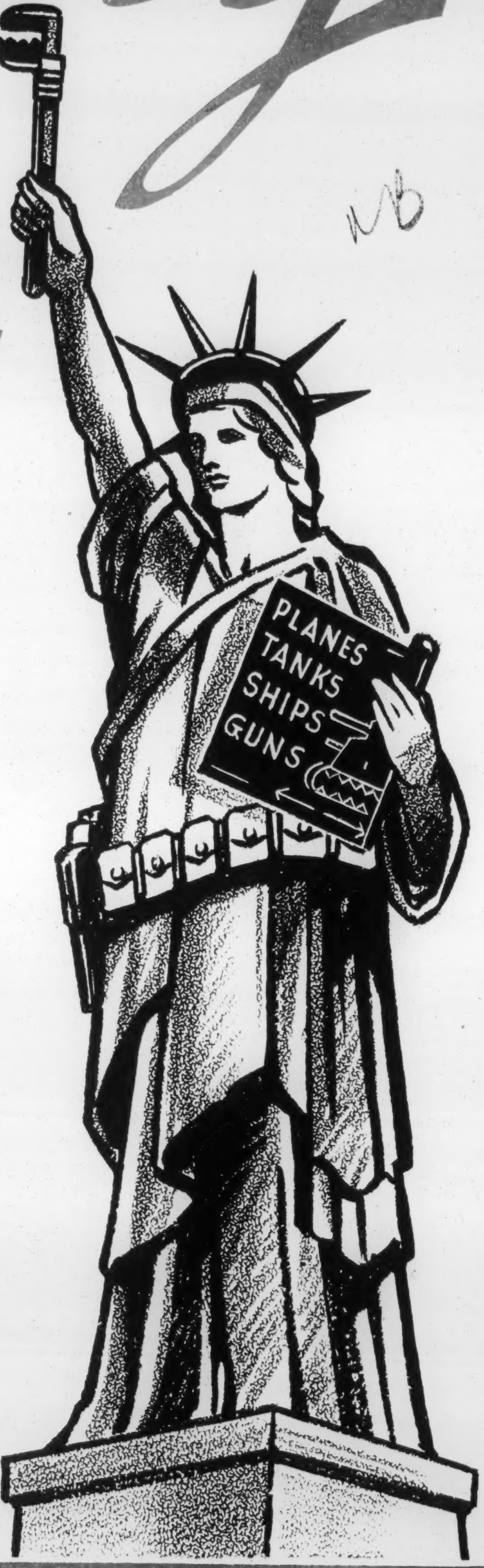
PLANES
TANKS
SHIPS
GUNS

A guide to the
planning of
educational
rallies on war
work for
women.

PUBLISHED BY THE B'NAI B'RITH VOCATIONAL SERVICE BUREAU, WASHINGTON, D. C.

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The Challenge

Today this Nation is at grips with a powerful and ruthlessly efficient enemy, who, if successful, would enchain us in slavery and set the clock back more than a thousand years. On the sands of North Africa, in the jungles of New Guinea, in the islands of the Solomons and on other fighting fronts, the best of American manhood are offering their all on the altar of freedom. But whatever the measure of their courage and sacrifice, they alone cannot save our way of life. This total war demands a total effort by a total population. Not only soldiers and sailors, but planes, ships, tanks, guns, and food are the ingredients of victory. Only if we win the battle of production can we hope to win the battles on the fighting fronts.

Our most serious bottleneck in war production is the growing shortage of manpower. The key to the manpower problem is womanpower. Employment of women has already reached the highest peak in American history. In 1943, however, this country may need an additional 3,000,000 working women—women to man our growing war machine and to fill in the places of men called to the colors. In the year since Pearl Harbor American women have acquitted themselves nobly in the volunteer services. The time has now come, however, when those free from family responsibilities must undertake full-time war employment.

The B'nai B'rith Women's Supreme Council, meeting recently in Chicago, took cognizance of the duties encumbent upon women in a nation at war, and pledged themselves to strive for increasing participation of women in the labor market. This effort will begin with an educational campaign intended to acquaint women with wartime employment and training opportunities available to them.

U. S. Policy on Wartime Employment of Women

This statement of policy on the recruitment, training, and employment of women workers in connection with the war effort was issued by the War Manpower Commission on October 19, 1942:

The increase in our armed forces and the expansion of the war production program necessitate the maximum utilization of our labor resources. The present number of gainfully employed workers, both men and women, is inadequate to fill even the immediate requirements of the war production program. In many areas the lack of adequate housing and transportation facilities compels full use of the local labor supply. These considerations require that substantially increased numbers of women be employed in gainful occupations in war production and essential civilian employment, especially in areas of labor scarcity. The recruitment and training of women workers must be greatly expanded and intensified. In carrying out this program for the utilization of women workers, normal family life should be preserved and maintained to the maximum extent consistent with all-out production. The active co-operation of Government agencies, educational institutions, management, labor, and women able to accept employment is essential.

To promote the rapid and orderly induction of women into the labor market and to insure their subsequent employment and training opportunities, the War Manpower Commission hereby declares as basic national policies for the rescruitment, referral, training, and employment of women that:

1. Recruitment and Referral of Women Workers:

a. Qualified women who are unemployed and who are registered in local offices of the United States Employment Service be referred to employment and training opportunities on a basis of equality with men, due regard being given to their qualifications for the available work, to the physical requirements of the occupations, and to working conditions;

b. Women without children under 14 years of age be actively recruited for employment and training, but this principle shall not be construed to mean that women who are responsible for the care of young children and who desire work are to be deprived of an opportunity for training or employment;

c. Special efforts to secure the employment of women with young children be deferred until all other sources of local labor supply have been exhausted, in order that established family life will not be unnecessarily disrupted;

d. In those areas in which industrial concentration and lack of housing, transportation, and other community facilities compel the fullest utilization of every labor resource in the locality, every effort be made to utilize fully women qualified and able to contribute to war production or essential civilian employment before workers are recruited from outside the locality;

e. Adequate facilities be provided for the care of the children of working mothers, which facilities should be developed as approved community projects and not under the auspices of individual employers or employer groups;

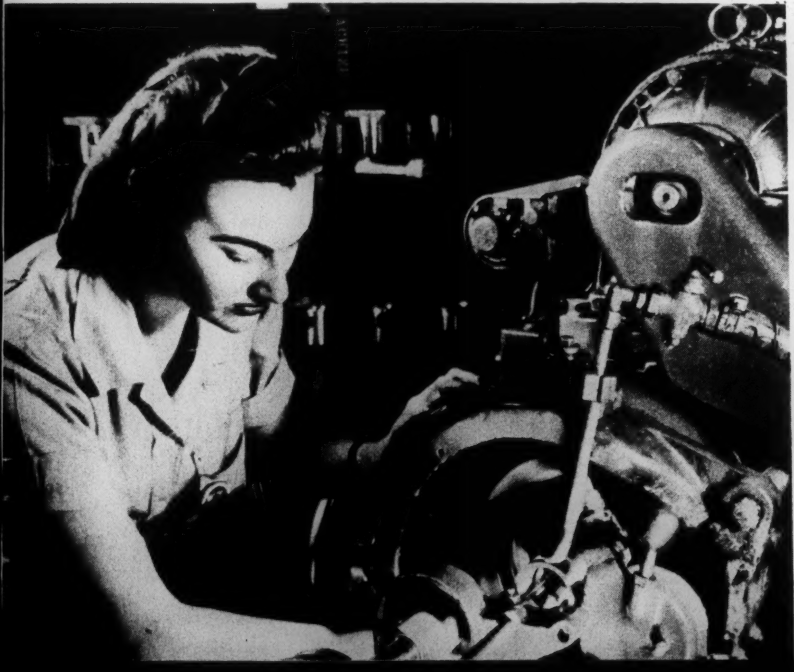
f. Every effort be made to recruit and refer women, including older women, for employment or training on the basis of their qualification for an occupation without discrimination because of race, national origin or creed.

2. Training of Women Workers:

Where pre-employment training is desirable and employment opportunities are or will be available, women be referred to war production pre-employment training courses conducted by public vocational schools on a basis of equality with men; that is, on the basis of their qualification for the occupation in which training is offered, due consideration being given to the physical requirements of the occupation;

b. Women be admitted on a basis of equality with men to enrollment in the Engineering, Science, and Management War Training Program conducted by colleges. universities, and technical schools in co-operation with the United States Office of Education;

Below—This girl is doing lathe work in an aircraft plant.
Photo—Women's Bureau, U. S. Dep't. of Labor.



c. Women workers now employed be encouraged to enroll in supplementary war training courses conducted by public vocational schools, in order that a greater number of women may prepare themselves for additional responsibilities and for upgrading within the plant;

d. Women participate equally with men in plant training programs. Such programs should include adequate induction training, on-the-job training, up-grading, training for women foremen and supervisors, and technical training.

3. Employment of Women Workers:

a. Management and labor organizations remove all barriers to the employment of women in any occupation for which they are or can be fitted;

b. Every method available be utilized to assure that women workers be completely accepted as a part of the Nation's manpower needed for all-out production;

c. In order to provide a basis for efficient selection of women for training and job assignment and to increase the number of women employed, management immediately analyze all occupations within the plant from the unskilled to the technical levels; determine the types of work that women could do; take steps to prepare the plant for the maximum employment of women; consult with its supervisory staff and representatives of its employees' labor organizations in order to promote acceptance of women as co-workers and to help new women employees adjust their working environment; and periodically review practices and policies and make such additional adjustments as are necessary to obtain full utilization of women;

d. Wage rates, including the entrance rate, be determined for all workers on the basis of the work performed, irrespective of sex;

e. The following basic principles whether or not incorporated in State Laws and regulations be applied and preserved in order to promote maximum production efficiency and to safeguard the health and welfare of women workers:

(1) One day of rest in seven;

(2) An 8-hour shift and a maximum 48-hour week, except to the extent that temporary exemptions under adequate safeguards are necessary to meet emergencies;

(3) Adequate meal and rest periods or time, and proper facilities therefor; adequate medical care and other safeguards for health and safety.

f. Every reasonable effort be made to adjust assignments to shifts of women with young children, in such manner as will cause the least disruption in their family life.

Women's Bureau Photo.

These women are making radio frequency units for radio transmitters.

4. Women Able to Accept Employment:

a. Upon advice from a representative of the War Manpower Commission that additional women workers are required in their locality because of existing or imminent labor shortages, all women able to accept employment register for employment or training with the nearest local office of the United States Employment Service;

b. Women interested in work outside their locality not leave their own community in search of work or training in another community without—

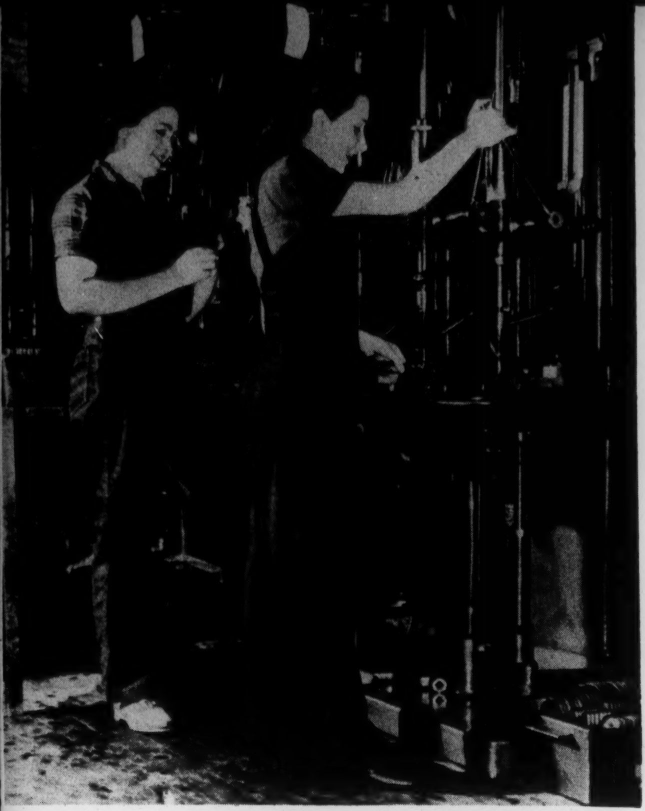
(1) registering for employment at the nearest local office of the United States Employment Service; and

(2) securing advice from such office that work or training is available.

Further plans for the voluntary mobilization of American womanpower for war employment were announced January 17, 1943, by Paul V. McNutt, Chairman of the War Manpower Commission. Mr. McNutt pointed out that there were three types of areas which must be dealt with by the Commission:

First are the areas in which there is still unemployment, and where no aggressive action will be taken to bring additional women into the labor market.

Second are areas in which labor shortages are such that direct recruitment of women will take place through the local offices of the United States Employment Service. The women are brought to these offices or to special recruiting centers through educational efforts of the press, radio, local organizations,



Drill press operators drilling parts for the Garand rifle.

Women's Bureau Photo.

and the co-operation of local employers. They are referred directly to jobs, or to training courses leading to known jobs.

Third are areas in which not enough women are entering the labor market even with the most intensive direct recruiting through educational methods. As these develop, steps will be taken to enroll women voluntarily by distributing questionnaires for the purpose of obtaining information on their training, experience, and availability for employment. *The decision as to when the third stage is reached in any locality will be made by the war manpower officials of the area.*

The Regional Manpower Directors will be responsible for conducting all recruitment activities in every area to correspond with specific employer agreements to hire women. These agreements will detail the number of women to be hired, when they will be hired, and in what occupations.

Mr. McNutt emphasized that it is as important for women to take jobs in civilian trades and services—stores, offices, transportation, restaurants, laundries, child-care centers, hospitals—as in direct war industries. He said that two out of every three women workers will be needed in essential civilian industries and services.

Women with young children will be the last to be approached. Their first responsibility, in war as in peace, according to the War Manpower Commission, is to give suitable care in their own homes to their children.

Tailoring Your Program

The sponsorship of a program designed to interest women in war work cannot be compared to the sponsorship of a Washington's Birthday program. As the Office of War Information has put it: "Employment of women is still a local question which must be dealt with according to the need and the supply of womanpower in the community. There is no rule of thumb for the country as a whole." *Unless your program is tailored to suit the needs of your locality and the particular women who comprise your group, it may do far more harm than good.*

Timing Your Program

Educational campaigns among women designed to stimulate interest in all types of suitable war occupations should take place only in communities in which there are now general labor shortages and in which employers are now willing and ready to hire women. However, there may be limited educational campaigns dealing with selected occupations in communities in which general labor shortages have not yet developed. *It is highly important that you consult with officials of your local United States Employment Service of the War Manpower Commission before scheduling your educational rallies or meetings.* Premature action will interfere with the Government's plans for the orderly induction of war workers and can only result in subsequent frustration for patriotically-minded women.

It will be well to schedule your meetings at least one month in advance so that there will be adequate time for preparation:

Selecting Fields of War Work

Following is a brief outline of war work open to women:

1. U. S. Government employment.
   a. Service with the armed forces (WAACs, WAVES, SPARS, Marine Corps Women's Reserve; Army and Navy nurses; civilian posts in War and Navy departments).
   b. Work in other Federal agencies (stenographic, clerical, office machine jobs; administrative, technical, scientific positions; highly specialized scientific posts).
2. War industries
   a. Factories
   b. Agriculture
   c. Public utilities
3. Essential civilian work in business and professions
   a. Stores and service establishments
   b. Social work
   c. Teaching
   d. Health Services
4. Volunteer Services
   a. Office of Civilian Defense
   b. American Red Cross
   c. U.S.O.
   d. The American Women's Voluntary Services
   e. Aid to the United Nations
   f. B'nai B'rith war service

In selecting the field of war work to be included in your educational campaign, the following suggestions may be helpful:

1. Emphasize industries and occupations that exist in your own community, in which there are now worker shortages, and in which employers are now ready and willing to hire women.

2. Consider occupations in which women are needed outside of your community, provided that these represent government employment in Washington, jobs in the military services, professional positions and other fields in which worker movement from one locality to another is necessary and cannot be avoided.

3. Select fields of work which correspond realistically to the actual or potential interests and abilities of the particular group that you are trying to reach. Only after you have considered the ages of the women in the group, their educational background, their work experiences and their social and economic status will you be able to suggest the fields of war employment that are appropriate for them.

Before you decide on the industries and occupations to be considered in your program, be sure to confer with officials of your local U. S. Employment Service of the War Manpower Commission.

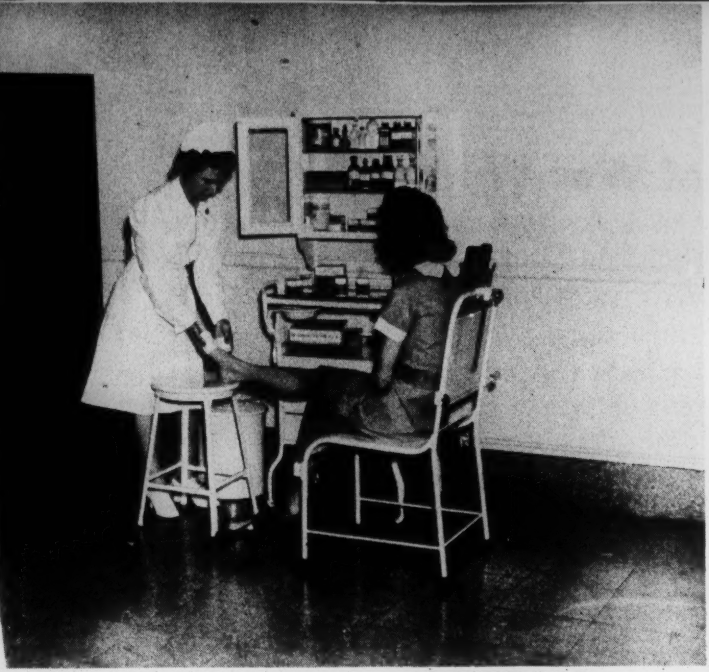
Discrimination

When our defense program was launched, the President issued an Executive Order in which he declared "that it is the duty of employers and of labor organizations . . . to provide for the full and equitable participation of all workers in defense industries, without discrimination because of race, creed, color, or national origin. . . ." The Order set up a Committee on Fair Employment Practice, which is now a part of the War Manpower Commission and which has been combatting discrimination against members of so-called minority groups in war industries. In spite of the work of this Committee and in spite of the growing labor shortage, there are still employers who resist the employment of Jews and others.

(Continued on Page 8)

This girl is gaging and weighing cartridges.

O.E.M. Photo



R. M. McFarland Photo.

This nurse gives prompt attention to the needs of war workers.

A recognition of this fact on the part of your members may save some of them from frustration and aid them in facing the problem realistically. Your local manpower officials and your local Jewish vocational service and anti-discrimination agencies (if there are such organizations in your community) may be able to give you helpful information on the hiring practices of particular employers.

Organization and Sponsorship

If there is more than one group of B'nai B'rith women in your community, you may find it desirable to arrange a jointly sponsored program. You may also consider the feasibility of inviting other women's groups to co-operate. In any case, it is strongly recommended that each auxiliary sponsor a "Victory Through Womanpower" program at at least one of its regular meetings. In this way you will be reaching the greatest number of your members. Moreover, your own group is likely to be more homogeneous than a combination of groups, thus facilitating a "tailor-made" program and permitting a more detailed presentation of selected fields of work. Even if there is a city-wide rally in which your group participates, it is still advisable to arrange a follow-up meeting of your own group.

The chairman of your vocational service committee should be in charge of arrangements. However, the work may be done in collaboration with your war service committee.

The Program

A brief outline of wartime employment opportunities for women has been presented in this bulletin (above). It is suggested that you develop your own outline, based on the needs of your locality and the composition of your group. After you have determined the fields to be covered, group them into several categories, depending upon the number of speakers that you think should be invited to participate in your meeting. You will want to consider two types of programs:

In the first, one speaker develops generally the theme "Victory Through Womanpower" in an address not exceeding 15 to 20 minutes in length. The group then breaks up into several roundtables or sub-groups, each pertaining to a different field of work, each held in a separate room, and each conducted by a chairman and one or more speakers. Speaker presentations for each of the sub-groups should be limited to about 30 minutes, another 30 minutes being devoted to questions and discussion. The separate groups then re-combine for a final assembly in which persons previously designated present five-minute summaries of conclusions reached by each of the sub-groups. If your meeting begins on time, you may want to exhibit an appropriate motion picture at the opening or final assembly.

In a second type of program, the entire group participates in all of the discussions and remains in the same room throughout. In that event, the speakers should be limited to about an hour and the remaining time devoted to questions and discussion.

Your speakers should be asked to explain the training opportunities in the fields of work which they will describe. Particularly important are the free pre-employment courses in vocational schools, designed to fit women and men for employment in war production industries, and the engineering, science and management war training programs offered in many colleges.

Your program can reach all types of women. Those who are not able to accept employment at this time may pass on to their relatives and friends the information they have received.

Speakers

Following are agencies that can provide speakers and aid you in planning your program:

1. B'nai B'rith vocational counselors:
   a. New York—Reuben Bennett, B'nai B'rith-Federation Employment Service Program, 67 West 47th Street.
   b. Cleveland—Louis Lieblich, B'nai B'rith—Jewish Vocational Service Program, 1404 E. Ninth Street.
   c. Newark—Saul Schwarz, North Jersey Group Guidance Service, 682 High Street.
   d. Philadelphia—Milton Brown, B'nai B'rith Group Guidance Service, 709 North Franklin Street.
   e. Chicago—S. Thomas Friedman, B'nai B'rith Group Guidance Service, 130 N. Wells Street.
2. Jewish vocational services (where there are no B'nai B'rith counselors):
   a. Baltimore—Associated Placement and Guidance Bureau, 319 W. Monument St.
   b. Boston—Vocational Service, 24 Province Street.
   c. Cincinnati—Jewish Vocational Service, 317 Keith Building.
   d. Detroit—Jewish Vocational Service, 5137 Second Blvd.
   e. Los Angeles—Vocational Counseling Bureau, 724 S. Hill Street.
   f. Milwaukee—Jewish Vocational Service, 108 W. Wells Street.
   g. Minneapolis—Jewish Employment Service, 325 Second Avenue, South.
   h. Pittsburgh—United Employment Service, 130 Seventh Street.
   i. St. Louis—Jewish Employment & Vocational Service, 1525 Chemical Bldg.
   j. St. Paul—Jewish Placement Service, 641 Endicott Building.
   k. San Francisco—Jewish Vocational Guidance Bureau, 323 Geary Street.
3. Regional or local offices of the War Manpower Commission (if there is such an office in your community)
4. United States Employment Service (see telephone book for local address)
5. U. S. Civil Service Commission District Offices (Atlanta, Boston, Chicago, Cincinnati, Denver, New Orleans, New York, Philadelphia, St. Louis, St. Paul, San Francisco, Seattle, Winston-Salem)
6. Army Recruiting Stations (see telephone book for local address)
7. Offices of Naval Officer Procurement (Atlanta, Baltimore, Birmingham, Boston, Buffalo, Charleston, Charlotte, Chicago, Cleveland, Columbia, Dallas, Des Moines, Detroit, Houston, Indianapolis, Jacksonville, Kansas City, Los Angeles, Miami, Minneapolis, Nashville, New Orleans, New York, Norfolk, Oklahoma City, Philadelphia, Pittsburgh, Raleigh, Richmond, St. Louis, San Francisco, Seattle, Washington, D. C.)
8. American Red Cross (see telephone book for local address)
9. Civilian Defense Volunteer Office (see telephone book for local address)
10. War Production Training Service (get name of local director from your superintendent of schools)
11. Engineering, Science and Management War Training Service (get names of colleges offering such training from the U. S. Office of Education, Washington, D. C.)
12. Local child care organizations (for speaker who can explain arrangements for the day care of working mothers)

Women's Bureau Photo.

Woman chemist in a powder plant.

Visual Aids

The following motion pictures are recommended:

"Training Women for War Production." Commentator, Mrs. Franklin D. Roosevelt. 16mm. sound and color. 11 minutes. Apply to the nearest office or workshop of the National Youth Administration (consult phone book). N. Y. A. will co-operate in showing film.

"Women at Arms." 35mm. sound. 18 minutes. Apply at local R. K. O. exchange (consult phone book).

Exhibit material on women in war work may be obtained by writing to the following agencies:

Women's Bureau, U. S. Department of Labor, Washington, D. C.

Division of Radio and Information, U. S. Office of Education, Washington, D. C.

Literature

The B'nai B'rith Vocational Service Bureau is now preparing a 16-page recruitment pictorial entitled, "Victory Through Womanpower". Limited quantities are available for distribution without charge. Write to the Bureau at 1003 K St., N. W., Washington, D. C., stating the approximate number of women expected at your meeting.

The B'nai B'rith Vocational Service Bureau is also ready to provide each group with one free copy of its 50" x 34½" chart showing important war industry occupations in which there are worker shortages.

The Office of War Information has published a pamphlet entitled "War Jobs for Women". It offers a summary of the qualifications for different types of war work. Write to Office of War Information, Magazine Section, Social Security Building, Washington, D. C., requesting a quantity of the booklet.

When you invite speakers for your meeting, request that they bring with them literature pertaining to their work and suitable for distribution.

Publicity

Publicity has a dual purpose for a program of this kind. It stimulates attendance at your meetings and it helps direct the attention of other groups in the community to the importance of women entering the labor market in wartime. Below is a suggested form for a story to be submitted to the local press:

Below—Girls getting information on war jobs at a B'nai B'rith guidance conference.

CLINTON H. SAFFER

Recognizing that the key to the manpower crisis is womanpower, the B'nai B'rith women of (give name and city of your groups) will launch a drive in this city to stimulate increased participation of women in the labor market, it was announced yesterday by (give name of local vocational service chairman.)

The first step in this effort (repeat name of chairman) said will be an educational campaign intended to acquaint (women) (Jewish women) (B'nai B'rith women) in this area with wartime employment and training opportunities available to them. The campaign will begin with a "Victory Through Womanpower" rally to be held (give date and place).

Similar rallies are being held in more than 200 cities throughout the country in which B'nai B'rith women and girls are helping in stimulating community efforts to attract women and girls not now in the labor market into war jobs. General campaigns have been planned only for areas in which there are general labor shortages and in which employers are now willing and ready to employ women. In other areas there will be stress on selected occupations.

Speakers at the "Victory Through Womanpower" rally here will be (give full names and titles).

For the rest of the story you will have to be guided by local plans and arrangements. It is important that the story include the names of committee members, sponsors, etc.

It will also be helpful if this initial story, which should be released about a week before the date of your rally, is followed up by at least two other stories containing essentially the same facts but stressing the personalities who will be the speakers.

If your rally is to be jointly sponsored by more than one group, all publicity should be issued in the name of all co-operating groups.

Please send newspaper clippings and photographs of your meetings to the B'nai B'rith Vocational Service Bureau, 1003 K St., N. W., Washington, D. C.

Follow-Up

I shall be glad to receive additional information on employment and training opportunities in the following fields of war work:

....

....

I shall also appreciate answers to specific questions which I have written on the other side of this card.

Name ....

Address ....

Tel. No. ....

In order to achieve results it is important that your committee in charge plan these follow-up procedures:

1. Arrange a follow-up meeting several weeks after your first rally. Follow-up programs can deal with locally significant occupations that were omitted or inadequately treated at the first meeting, and your members can be brought up to date on new developments concerning recruitment of women for war work.

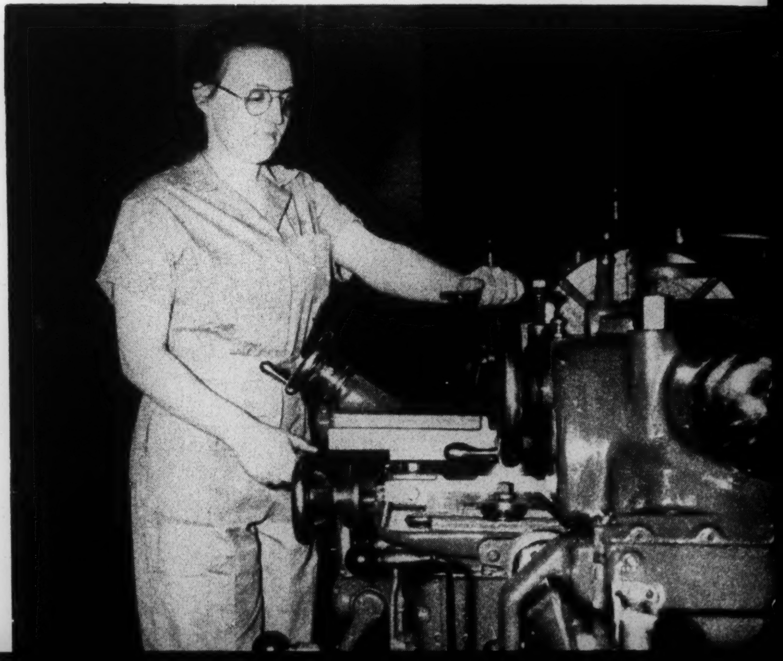
2. At each meeting it would be desirable to distribute cards like the one above.

3. If there is in your community a vocational counseling agency that is ready to cooperate, refer the cards to that agency. The agency can get the information requested and communicate it to the person concerned. In certain cases you may be able to arrange appointments for individuals for such special counseling as may be needed.

In communities where there are no general counseling facilities of this kind, you can refer your members to the particular agencies that can answer their specific questions. A list of these agencies is given in the section

Below—Learning to make accurate test pieces in a machine shop.

Women's Bureau Photo.



on "Speakers" (above). If your committee is ambitious, it can endeavor to get the answers to the more simple inquiries and communicate the information directly to the members concerned by telephone or letter. Certain agencies which are sponsoring recruitment campaigns, such as the WAACs and the WAVES, will be glad to get the names and addresses of members interested in these services and contact them directly.

4. You may find it desirable to invite to your meetings a representative of your local U. S. Employment Service or of your War Production Training Service. He can answer questions on training and make immediate arrangements for referral of women to training courses while their interest is strong.

5. In some localities interest has been aroused by arranging for groups of women to visit war production training classes. They can then see exactly what work is done and how the classes are conducted. During these visits some women will be interested enough actually to enroll for training.

6. The National Roster of Scientific and Specialized Personnel is registering women who have training or experience in administration and management, agricultural and biological sciences, engineering and related fields, foreign languages and philosophy, medical sciences and related fields, physical sciences, and social sciences. Being enrolled in the Roster is no guarantee that a position will be offered to any person, although it may lead to a position. If any of your members believes she can qualify, encourage her to write to the National Roster of Scientific and Specialized Personnel for application forms, indicating as specifically as she can the kind of work for which she is trained or experienced.

The Career News

PUBLISHED BY B'NAI B'RITH

Vol. 1, No. 6 WASHINGTON, D. C. December 1942

Women's Jobs Are Highest in History

"More women are working today than ever before in our history," said Mary Anderson, Director of the Women's Bureau of the U. S. Department of Labor, in an address scheduled for delivery at a meeting of December 13 arranged by the B'nai B'rith Group Vocational Guidance Service of Philadelphia.

Miss Anderson est
women workers in
around 15 million—
on war jobs. "Prod
plant managers are w
she stated, "that wom
and patience make the
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types of jobs to wome
cision machine work in g
instrument making, and
machine tool making."

Cites Aircraft Ind

Miss Anderson cited the
dustry as an example of the c ging picture of women's employment. "A year

President Stops Enlistments; All Services to Rely on Draft

President Roosevelt has ordered
tary enlistments in the
stopped. For th
histor

owing facts:

ome Exceptions

1. The Navy will continue to enlist 17-year-olds and men between the ages of 38 and 50. (The Army has suspended in-

s, WAVES, WAFS, or
men's auxiliaries of the

es not affect the com-
from civilian life. (The
tightened up on com-
s to get all but a few
e Officer Candidate

unteer Officer Can-
continue for men
(Under the VOC
dependency have
teer for training
e Army's Officer
Volunteers who, af-
mpleting their basic training, fail to qualify for a school, or for a commission at the school, may apply for a release from the Army.)

5. The order does not affect enlistment into the Merchant Marine, which is not recognized as a military service.

6. Men of military age may ask their

That Gale Sweeping Across the U. S.

Is just people turning the pages of

The Career News

Club rate: 25 cents a year for six issues,
if 25 or more sent to same address.

Single subscription: 50 cents a year.

1003 K Street, N. W., Washington, D. C.

WOMEN HAVE ANSWERED the call to service in huge numbers, but in the Portland area thousands more must don overalls and welders' helmets if the United States is to be assured of victory. This group of welders and shipfitters, at the Oregon Shipbuilding yards is watching a new Liberty ship take to the water.

U.S. Calls Thousands of Women Workers to Help Win This War

By Jean Muir

The problem boils down to this—every able bodied woman in the area will have to get in and help or we're going to take a beating.

About 25 thousand women are now working in war industries in the Portland metropolitan area. Unless between 15 and 20 thousand more join them within the next few months, production quotas will have to be revised downward for lack of labor. Crops that should go to feed our armed forces will rot in the ground.

The country isn't looking for women who are desperately in need of work—most of those are already employed. It's certainly not looking for women who think war work will be a glamorous experience. It's asking them to take over a tough job that has to be done—the hardest job America has ever asked of women.

The arguments as to whether women are capable of replacing men have long since died out. Women war workers have proved they can handle a big percentage of the jobs. Sometimes their output is less than men's; occasionally it is higher. Unquestionably the entrance of women into war industries has brought new problems, but the fact remains, women are indispensable. The production rate depends upon how fast and how effectively they can take over.

Problem Not Solved

L. C. Stoll, director of the War Manpower commission for Oregon, says, "As far as shipyards and war industries are concerned, the percentage of women employed in the Portland metropolitan area is probably five times as great as any other shipbuilding area in the United States. That doesn't mean we've solved

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Between 1500 and 2000 women are needed to meet an acute shortage in the canneries between now and the first of October. "If there ever was a time that women could contribute," Mr. Stoll of the War Manpower commission says, "it is now, in the work of processing food. This is not hysteria, nor an attempt to dramatize the situation. It's the most serious problem of the moment, whose importance cannot be exaggerated."

In this connection the United States Employment service is looking with a wistful eye at the 1700 Portland teachers whose school work is over for the year and points out hopefully that the job freeze does not affect teachers working in canneries, and that the peak of the job will be over by the time the autumn terms begin.

Bus Drivers Wanted

Following along on the list of women wanted at the United States Employment service, there's a call for 75 bus drivers, 100 machinist helpers, 100 wood workers, 250 railroad workers, 500 shipyard helpers, 50 warehouse workers, 150 textile mill workers and so on indefinitely.

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It's not easy, but when the war is won and American women leave the shipyards and the war plants, climb out of their overalls and go back to their homes, they will know, as the women of Russia and England and China know, that they were asked to take on a pretty nearly impossible job and that they did not fail.

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"We have women in almost every craft and department doing the job that men have previously done and doing it successfully. We have women crane operators that are doing an excellent job of lifting steel plates, angle irons, frames and so on, and putting them in places to be fitted and welded into large units. Some of these units weigh up to 56 tons. We have shipfitters that can fit pieces together with exactness and speed. They have come in as helpers and learned this work in a comparatively short time.

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If she has ever sliced peaches at home, she can do cannery work.

If she's made garments on an electric sewing machine, she can sew canvas hatch covers.

If she's done fine embroidery or made jewelry, she can learn radio tube or control instrument assembly.

If she's used an electric mixer in her kitchen, she can learn to run a drill press.

If she's been a manicurist, she can learn to do hand filing of rough edges off metal parts.

If she's polished silver on an electric buffing wheel, she can learn to do burring.

If she's wheeled a baby carriage she can push bins of supplies.

If she's driven a car, she can drive a small plant truck.

If she's been a store clerk or had charge of a table at a church fair or charity bazaar, she can learn to work in the tool crib or the storeroom.

If she's ironed her sheets in an electric mangle, she can learn to run a blueprint machine.

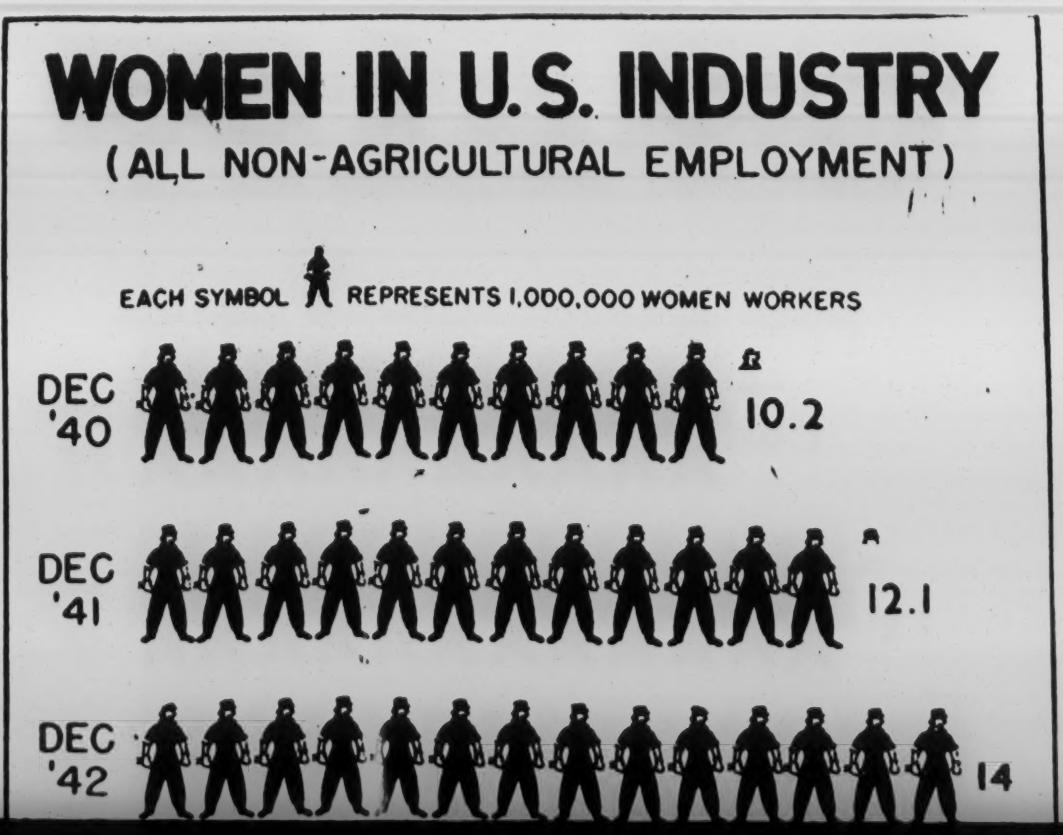
If she's packed her husband's suitcase, she can learn to pack equipment in lifeboats.

If she's mechanically inclined, she can learn to run a lathe or a milling machine.

If she's taken household gadgets apart and put them together again, she can learn to assemble small parts for airplanes.

If she's used a screwdriver at home, she can learn to use one in a war factory.

If she's replaced blown-out



WOMEN IN U.S. INDUSTRY

(ALL NON-AGRICULTURAL EMPLOYMENT)

By Jean Muir

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Way up on the list is the need for women welders. One thousand women welders are urgently needed right now, and shipyards would jump at the chance if they could get more than that number.

Between 1500 and 2000 women are needed to meet an acute shortage in the canneries between now and the first of October. "'If there ever was a time that women could contribute," Mr. Stoll of the War Manpower commission says, "it is now, in the work of processing food. This is not hysteria, nor an attempt to dramatize the situation. It's the most serious problem of the moment, whose importance cannot be exaggerated."

In this connection the United States Employment service is looking with a wistful eye at the 1700 Portland teachers whose school work is over for the year and points out hopefully that the job freeze does not affect teachers working in canneries, and that the peak of the job will be over by the time the autumn terms begin.

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This is by no means an easy thing that the country is asking of women. Often a woman who leaves her home for the first time for war work is making as thorough a sacrifice as is asked of soldiers. Often a job in a war plant is added to regular home work. Men who work usually have someone in the background to smooth out the daily routine and attend to meals, housework and laundry. Some woman in the family climbs out of bed and gets him his breakfast and puts up a lunch.

When a woman worker starts off, she gets her own breakfast and usually lays the table for the rest of the family, too. But the job has to be done. Those 25 thousand women who are needed must be recruited from the ranks of the housewives.

It's not easy, but when the war is won and American women leave the shipyards and the war plants, climb out of their overalls and go back to their homes, they will know, as the women of Russia and England and China know, that they were asked to take on a pretty nearly impossible job and that they did not fail.

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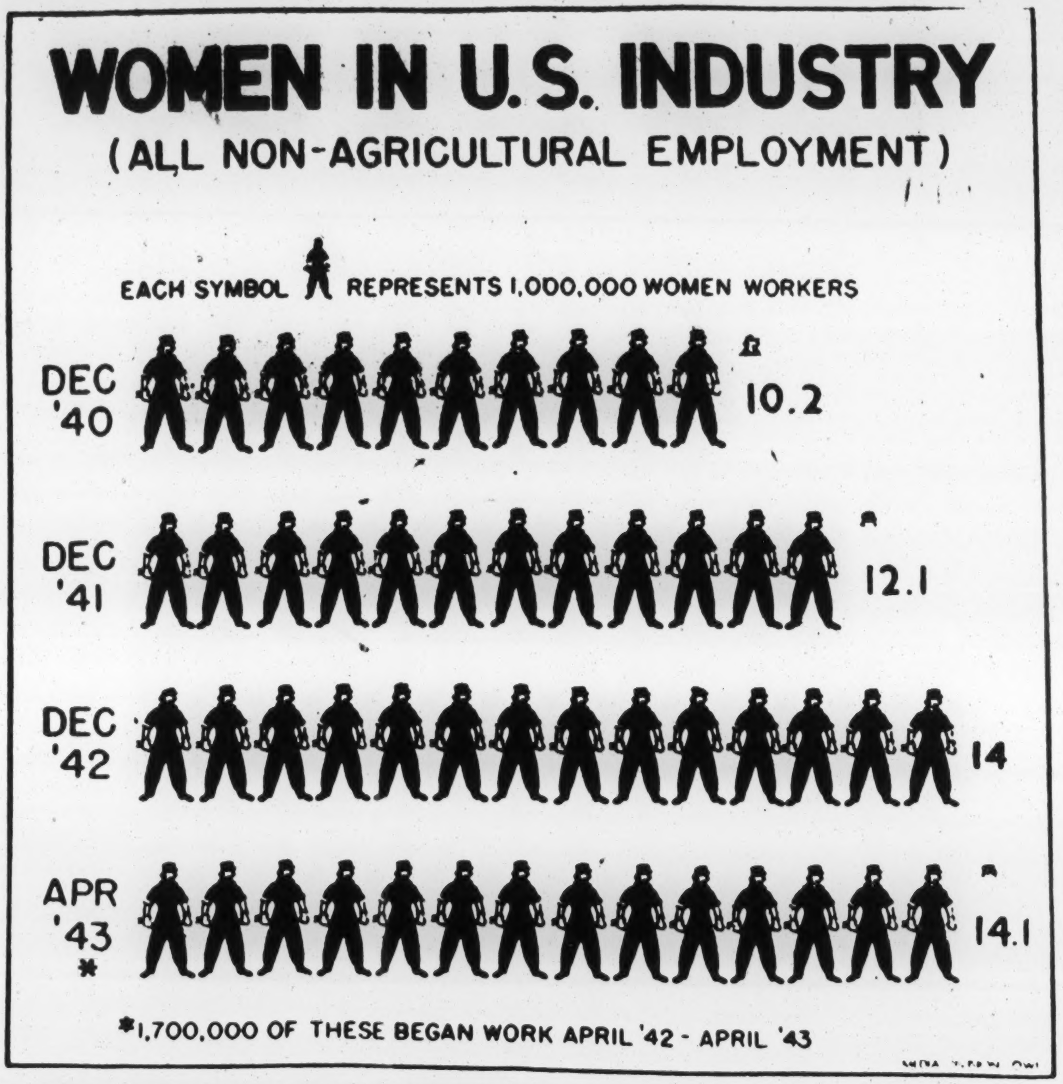

THIS OFFICE OF WAR INFORMATION chart shows the number of women engaged in U. S. industry in April 1943, and December, 1940, farms excluded.

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If she's taken household gadgets apart and put them together again, she can learn to assemble small parts for airplanes.

If she's used a screwdriver at home, she can learn to use one in a war factory.

If she's replaced blown-out fuses in her home or repaired an electric toaster, she can learn to be an electrician's helper.

If she's hung her own curtain rods and repaired her own window screens, she can learn to be a carpenter's helper.

If she's swept and dusted, she can help with the plant housekeeping.

If she's prepared meals for her family, she can help in the plant cafeteria.

MOBILIZATION POLICIES - 1943

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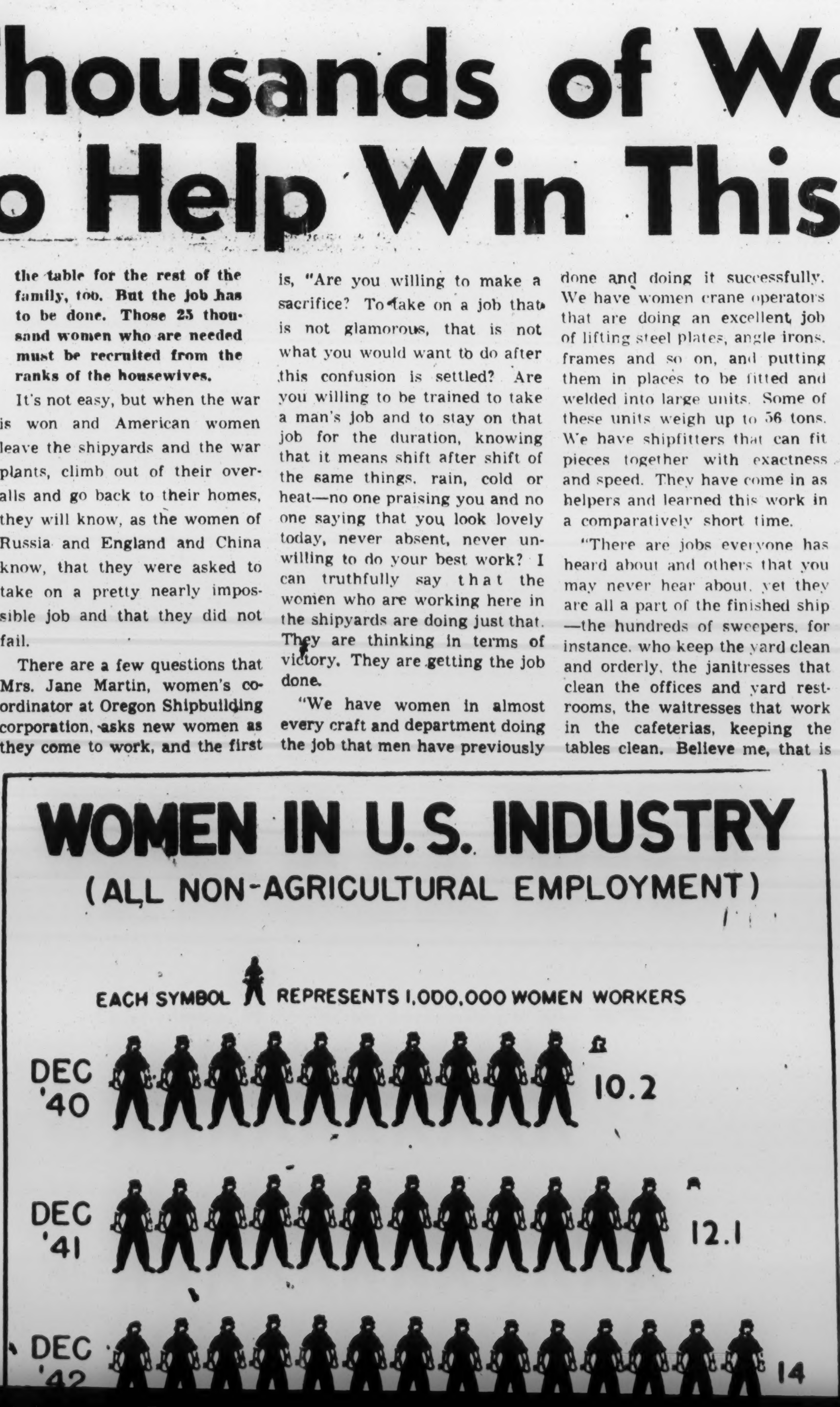

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About 25 thousand women are now working in war industries in the Portland metropolitan area. Unless between 15 and 20 thousand more join them within the next few months, production quotas will have to be revised downward for lack of labor. Crops that should go to feed our armed forces will rot in the ground.

The country isn't looking for women who are desperately in need of work—most of those are already employed. It's certainly not looking for women who think war work will be a glamorous experience. It's asking them to take over a tough job that has to be done—the hardest job America has ever asked of women.

The arguments as to whether women are capable of replacing men have long since died out. Women war workers have proved they can handle a big percentage of the jobs. Sometimes their output is less than men's; occasionally it is higher. Unquestionably the entrance of women into war industries has brought new problems, but the fact remains, women are indispensable. The production rate depends upon how fast and how effectively they can take over.

Problem Not Solved

L. C. Stoll, director of the War Manpower commission for Oregon, says, "As far as shipyards and war industries are concerned, the percentage of women employed in the Portland metropolitan area is probably five times as great as any other shipbuilding area in the United States. That doesn't mean we've solved the problem, when the actual requirements of the labor pool are considered." At this moment, at the United States Employment service there are active orders for 5000 women. That is not looking ahead one day but only takes into consideration the immediate things that have to be done.

Way up on the list is the need for women welders. One thousand women welders are urgently needed right now, and shipyards would jump at the chance if they could get more than that number.

Between 1500 and 2000 women are needed to meet an acute shortage in the canneries between now and the first of October. "If there ever was a time that women could contribute," Mr. Stoll of the War Manpower commission says, "it is now, in the work of processing food. This is not hysteria, nor an attempt to dramatize the situation. It's the most serious problem of the moment, whose importance cannot be exaggerated."

In this connection the United States Employment service is looking with a wistful eye at the 1700 Portland teachers whose school work is over for the year and points out hopefully that the job freeze does not affect teachers working in canneries, and that the peak of the job will be over by the time the autumn terms begin.

Bus Drivers Wanted

Following along on the list of women wanted at the United States Employment service, there's a call for 75 bus drivers, 100 machinist helpers, 100 wood workers, 250 railroad workers, 500 shipyard helpers, 50 warehouse workers, 150 textile mill workers and so on indefinitely.

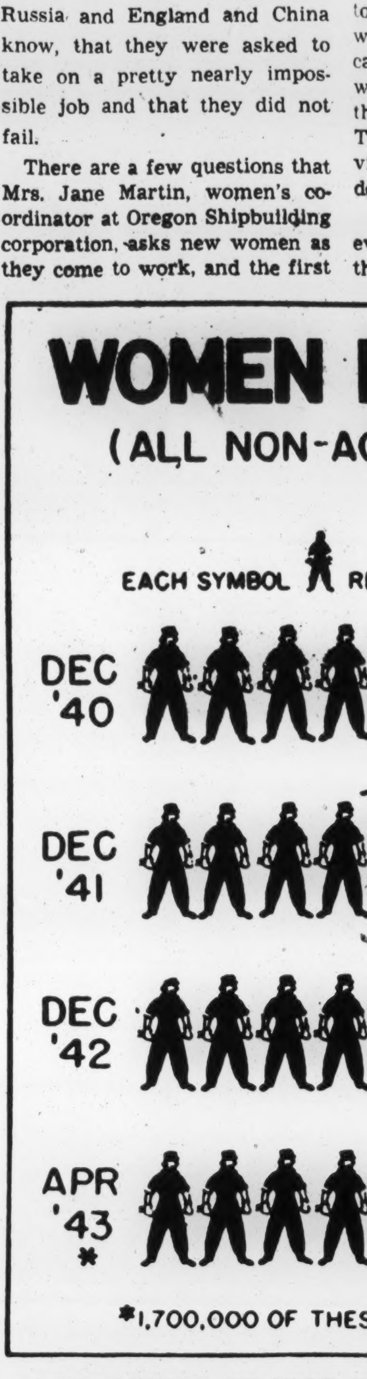
"There are jobs for all able bodied women," they say at the United States Employment service. "if they are willing to take the work that they are capable of doing, and forget the high wages which other jobs may offer and from which they may be barred by such limitations as age."

This is by no means an easy thing that the country is asking of women. Often a woman who leaves her home for the first time for war work is making as thorough a sacrifice as is asked of soldiers. Often a job in a war plant is added to regular home work. Men who work usually have someone in the background to smooth out the daily routine and attend to meals, housework and laundry. Some woman in the family climbs out of bed and gets him his breakfast and puts up a lunch.

When a woman worker starts off, she gets her own breakfast and usually lays the table for the rest of the family, too. But the job has to be done. Those 25 thousand women who are needed must be recruited from the ranks of the housewives.

It's not easy, but when the war is won and American women leave the shipyards and the war plants, climb out of their overalls and go back to their homes, they will know, as the women of Russia and England and China know, that they were asked to take on a pretty nearly impossible job and that they did not fail.

There are a few questions that Mrs. Jane Martin, women's coordinator at Oregon Shipbuilding corporation, asks new women as they come to work, and the first



THIS OFFICE OF WAR I
gaged in U. S. industry

is, "Are you willing to make a sacrifice? To take on a job that is not glamorous, that is not what you would want to do after this confusion is settled? Are you willing to be trained to take a man's job and to stay on that job for the duration, knowing that it means shift after shift of the same things, rain, cold or heat—no one praising you and no one saying that you look lovely today, never absent, never unwilling to do your best work? I can truthfully say that the women who are working here in the shipyards are doing just that. They are thinking in terms of victory. They are getting the job done.

"We have women in almost every craft and department doing the job that men have previously done and doing it successfully. We have women crane operators that are doing an excellent job of lifting steel plates, angle irons, frames and so on, and putting them in places to be fitted and welded into large units. Some of these units weigh up to 56 tons. We have shipfitters that can fit pieces together with exactness and speed. They have come in as helpers and learned this work in a comparatively short time.

"There are jobs everyone has heard about and others that you may never hear about, yet they are all a part of the finished ship—the hundreds of sweepers, for instance, who keep the yard clean and orderly, the janitresses that clean the offices and yard restrooms, the waitresses that work in the cafeterias, keeping the tables clean. Believe me, that is not a glamorous job, yet it must be done."

Labor Bureau Views

The department of labor looks on women in war work with a practical eye. This is its belief:

If a woman has sewed on buttons or made buttonholes on a machine, she can learn to do tack welding.

If she has ever sliced peaches at home, she can do cannery work.

If she's made garments on an electric sewing machine, she can sew canvas hatch covers.

If she's done fine embroidery or made jewelry, she can learn radio tube or control instrument assembly.

If she's used an electric mixer in her kitchen, she can learn to run a drill press.

If she's been a manicurist, she can learn to do hand filing of rough edges off metal parts.

If she's polished silver on an electric buffing wheel, she can learn to do burring.

If she's wheeled a baby carriage she can push bins of supplies.

If she's driven a car, she can drive a small plant truck.

If she's been a store clerk or had charge of a table at a church fair or charity bazaar, she can learn to work in the tool crib or the storeroom.

If she's ironed her sheets in an electric mangle, she can learn to run a blueprint machine.

If she's packed her husband's suitcase, she can learn to pack equipment in lifeboats.

If she's mechanically inclined, she can learn to run a lathe or a milling machine.

If she's taken household gadgets apart and put them together again, she can learn to assemble small parts for airplanes.

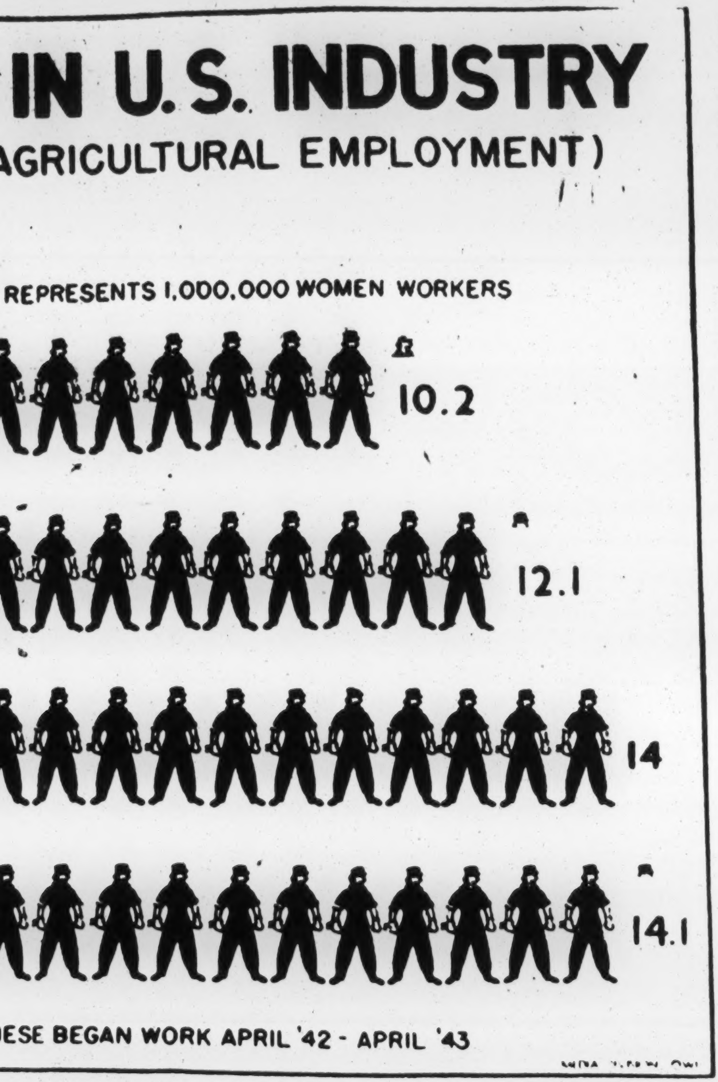
If she's used a screwdriver at home, she can learn to use one in a war factory.

If she's replaced blown-out fuses in her home or repaired an electric toaster, she can learn to be an electrician's helper.

If she's hung her own curtain rods and repaired her own window screens, she can learn to be a carpenter's helper.

If she's swept and dusted, she can help with the plant housekeeping.

If she's prepared meals for her family, she can help in the plant cafeteria.



INFORMATION chart shows the number of women en-
try in April 1943, and December, 1940, farms excluded.

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WOMEN'S WORK AND THE WAR

by

MARY ELIZABETH PIDGEON
Chief, Research Division
Women's Bureau
U. S. Department of Labor

AMERICAN JOB SERIES
OCCUPATIONAL
MONOGRAPH
NO. 36

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The American Job Series is published monthly September through May by Science Research Associates, 1700 Prairie Avenue, Chicago. Each monograph covers an important occupation and is designed to give the young person essential information in considering that field of work as a possible life career. Each covers the history of the field, the types of workers employed, the training needed, and the wages paid. John R. Yale, Executive Editor; Harriet E. Sankey, Managing Editor; Robert B. McCombe, Art Director.

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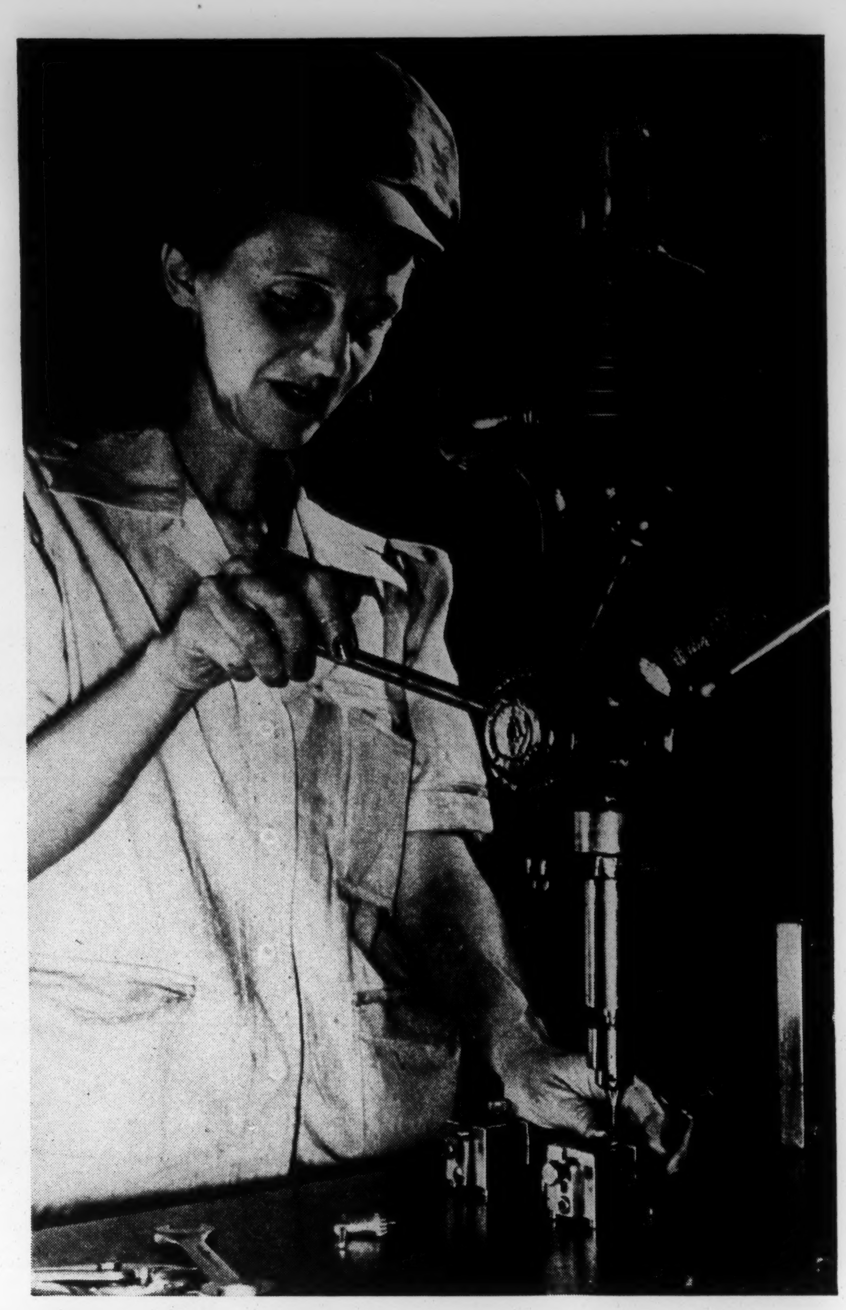


Women operating drill presses are a common sight in many war plants today. To make a hole is not hard, but to get it in just the proper spot requires skill

Chapter I

THE BACKGROUND OF WOMEN'S WAR WORK

MARY JONES used to be a stenographer in a company which manufactured novelties. Today she operates a milling machine for a firm making tools used by aircraft companies. Her brother is overseas in Africa. Mrs. Ruth Cochran is the widow of a pilot killed in the Battle of Midway. She is working in an ordnance plant machining cartridge cases for bullets. In aircraft companies on the West Coast are many girls who were waitresses, extras in the movies, housewives, beauty operators, or just students. These women, and hundreds of thousands more just like them, are taking their places in our factories, replacing men who have just gone into service. They are the "women behind the man behind the gun," and are exerting their every effort to produce the goods our fighting men need.

In all war periods women come forward, often doing very spectacular things. The stories, for example, of Molly Pitcher and Betsy Ross are well known. In the War Between the States, women for the first time in this country went far from their homes in large numbers to nurse wounded soldiers in hospitals and improvised shelters. The Census reports, also, that some 160 of them worked to manufacture war needs, 70 on firearms and 60 on ammunition, torpedoes, fireworks, and gunpowder. During World War I, women worked effectively in thousands of factory jobs and did much to carry on local transportation and civilian needs. Indeed, many of the jobs women are doing today are not new for women, though many more are now employed.

A normal year ordinarily adds about 300,000 women to the labor force (net), but from 1940 to 1942 over 4,000,000 were added, and 2,750,000 more will be needed in 1943. In 1940, 23 per cent of the nation's workers were women; in 1942 nearly 29 per cent; and by the end of 1943, practically a third, or 18,000,000, are expected to be women. Of these 6,000,000 are expected to be in direct war work.

Essential Occupations Will Need Many Women

The War Manpower Commission, confronted with steadily growing shortages of labor, has stated that one important means of increasing labor supply must be to encourage more and more women to work. This is especially necessary in many labor-tight areas already so expanded that they cannot adequately take care of larger populations.

Women are to be found in most of the essential industries and occupations listed by the WMC toward the close of 1942. The list includes thirty-five major industries, together with a detailed index of the products, facilities, and services necessary. In all, about three thousand separate occupations were considered vital—that is, one job in every nine. This list will be amended from time to time. Only occupations were included which require at least six months' training before a worker could become reasonably efficient. The thirty-five categories, which indicate where women may serve, are:

Aircraft and Parts[1]
Ships, Boats, and Parts[2]
Ordnance and Accessories[1]
Ammunition[1]
Agriculture[1]
Processing Food[1]
Forestry, Logging, Lumbering
Construction
Coal Mining
Metal Mining
Nonmetallic Mining, Processing, Quarrying
Smelting, Refining, Rolling Metals
Metal Shapes and Forgings
Finishing Metal Products
Industrial and Agricultural Equipment[2]
Machinery[2]
Chemicals and Allied Products[2]
Rubber Products[1]
Leather Products[1]
Textiles[1]
Apparel[1]
Stone, Clay, Glass[2]
Petroleum, Natural Gas, Coal Products
Finished Lumber Products
Transportation Services[2]
Transportation Equipment
Materials for Packing and Shipping
Communications Services[1]
Heating, Power, and Illuminating Service
Repairs Services
Health and Welfare Services[1]
Educational Services[1]
Governmental Services (other than Federal)[1]
Technical, Scientific, and Management Services[2]

Need for Women Workers Varies with Locality

Women must realize, however, that the need for their services is not evenly distributed throughout the country. It is concentrated in some areas, while other places have little demand for labor, and some even have unemployment. Women seeking or preparing for jobs should learn about their local situation and consult the local branches of the U. S. Employment Service. If there is a surplus of labor in one community, these offices know where workers are needed. They know the kinds of jobs for which workers are most in demand. The Women's Bureau of the Department of Labor has regional representatives in most of the manpower districts, closely associated with local manpower and employment service offices.

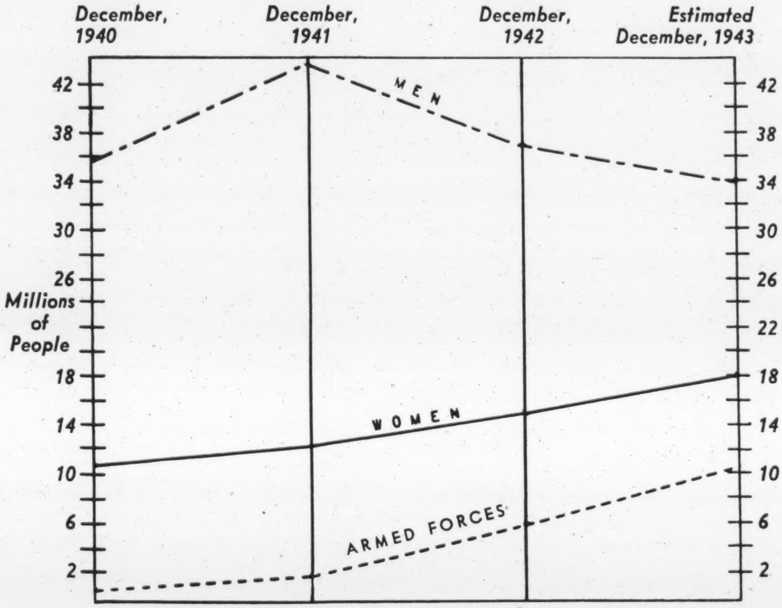
---

[1] Women already extensively employed
[2] Many women employed

The War Manpower Commission has issued a five-page "training chart," indicating the types of war-training courses available and where to apply for information about them.

Various school authorities and service agencies also keep informed and furnish advice and aid as to the local situation. Mrs. Marguerite W. Zapoleon of the U. S. Office of Education has prepared a small bulletin that can be used by schools in finding out how local opportunities are developing. If women themselves, as well as the counselors of young girls, follow the contacts suggested, using good judgment and imagination, the woman's desire to serve and the need of industry for her work can be profitably joined.

Two methods of increasing the supply of labor in shortage areas have recently been put into effect. The WMC has established hiring controls in such localities, requiring that the hiring and recruitment of labor shall be conducted through agencies or by methods designated or approved by the Commission through its regional manpower director. Then on February 28, the President issued an Executive Order providing that in areas short of workers, all employers (if they have as many as eight workers) shall observe a *minimum* week of forty-eight hours for full-time workers. If employers do not stretch operations to forty-eight hours, the WMC advises them as to the number of workers they can release or absorb.



National Policy as to Women's Work

In the fall of 1942, Paul V. McNutt, chairman of the WMC, stated: "Every effort is to be made to recruit and refer women, including older women, for jobs and training on the basis of qualifications."

The WMC appointed at that time its own special Advisory Committee of Women, which formulated a "Policy on Recruitment, Training, and Employment of Women Workers." Major points included are:

1. Unemployed women should receive training.
2. Local labor supply should be used first.
3. Management and labor should remove all barriers to employment of women.
4. Management should analyze occupations and promote the use of women in its plants.
5. Special efforts to recruit women with young children should be deferred until full use has been made of the local labor supply. However, no barriers should be placed against employing mothers of young children, provided satisfactory child care arrangements can be established in the community.
6. Wage rates, including the entrance rates, to be determined on the basis of the work performed, irrespective of sex.
7. The following principles should be applied where women are employed (regardless of whether or not they are required by state law): one day of rest in seven; the eight-hour day; the forty-eight hour week as a *maximum;* adequate periods allowed for meals and rests; adequate health and safety provisions adhered to, and first-aid medical care provided in the plant.

In its efforts to provide personnel for the armed forces and at the same time carry on essential industry, the WMC has required plants to work out "manning tables" indicating which workers could be deferred. One point the plant was to report on for each job was whether a woman could perform it or be trained for it, thus freeing a man for military service.

About the middle of January, 1943, on the recommendation of the Women's Advisory Committee, the WMC developed a comprehensive plan for the voluntary enrollment of women, which was to apply only to communities where there are labor shortages. Special registrations of women will not be undertaken until seven basic steps have been covered:

1. Control of outside migration.
2. Effective use of workers according to manning tables.
3. Meeting of labor needs if possible by (a) full use of unemployed, (b) transfer of workers from non-essential jobs, and (c) an

educational campaign for individual recruitment of women for referral to jobs for training.

4. There must be evidence that there is a local supply of women.
5. Employers must have analyzed their jobs and know they can utilize women.
6. Employers must have agreed that they can at once take a substantial proportion of women.
7. Management and labor must support the WMC's Policy on Recruitment, Training, and Employment of Women (outlined above on page 8).

At the time these plans were announced, local recruiting drives already had taken place in twenty-five communities, some by the Employment Service, others entirely under local auspices, showing the need of such a policy and control.

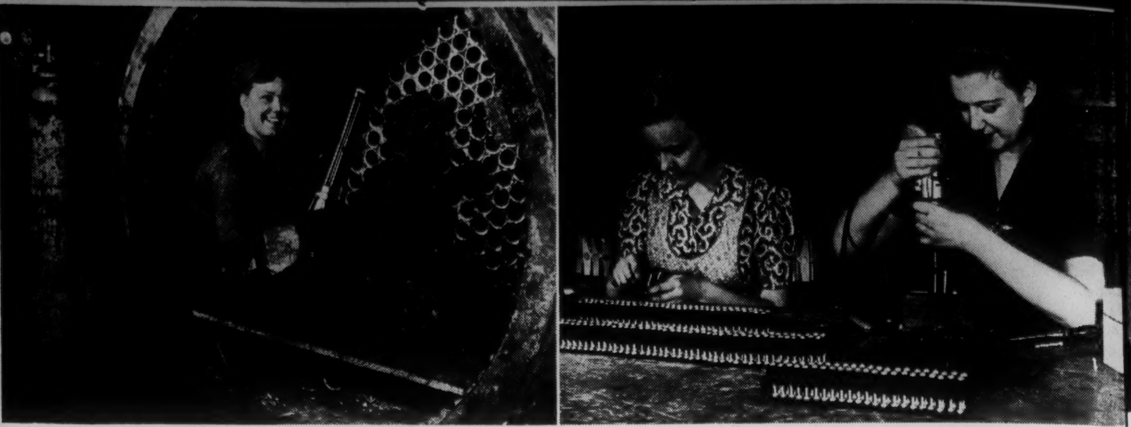
Processes Especially Suited for Women

A multitude of the very types of jobs most characteristic of industrial processes today are such as to be particularly suited to performance by women. They are exceptionally good at jobs requiring care, precision, dexterity, and fine handling. Such, for example, are some of the types of work in the electrical industry.

Many jobs need constant alertness, good eyesight, and the use of light measuring instruments—gauges, micrometers, vernier calipers, and the like, such as those used in the inspection of many fine parts that make up the numerous instruments for an airplane. Others involve manual dexterity and speed, though permitting the worker to set her own tempo and to sit at a bench. This is true of the jobs in assembling fine parts for aircraft.

Other work requires skill but not heavy strength, such as the operation of drills or of machines grinding and polishing small parts. This work requires care and exactness and flexibility of finger work rather than

Here are women inspecting pistons for aircraft. Work requiring the use of accurate gauges and measuring instruments is particularly suitable for women



Left: A woman welding a railroad engine boiler. Right: Assembling crank bearings for pneumatic trainer plane motors, using an electric screwdriver

physical brawn. Frieda Miller, former commissioner of the New York State Department of Labor, stated that there are only two limitations on women's work—one that the heavy jobs often are not suitable, and the other where immediate replacements are needed for jobs requiring time to develop skills, which women have not had.

Women now are also found in such traditionally male pursuits as sheet metal and machine shop work and even as plant guards. They are operating large machines on heavy work, if such machines, whether managed by men or women, are provided with proper lifting devices, slide conveyors, and like mechanical aids to heavy work.

Obviously it would be impossible to list here the enormous number of occupations on which women can be employed. In its continual investigations of women's work in war factories, the Women's Bureau has prepared a summary list of typical operations now done by women in factories, arsenals, air fields, ordnance and supply depots, and navy yards.

Perhaps to the greatest extent women are engaged in the assembly of small parts, inspection, and the operation of machines, but to an increasing extent they are being trained for the more highly skilled occupations and are taking over some of the heavier work. They are also learning to set up their own machines and to perform an entire chain of related processes. On the other hand, many processes are being broken down into related operations so that the work of one operator may be simplified, and on these more and more women are employed. On many industrial jobs, considerably larger numbers of women can find places after further training under the national war training program and within the plant, and by upgrading on the job. The Women's Bureau gives the following list of processes and machines on which women now are extensively employed:

Drill presses (single and multiple)
Milling machines (light, medium, and micro)
Bench and watchmakers' lathes

Women machine operators: at left, a grinding machine operator in a shipyard; at right, a woman operating a horizontal milling machine in an aircraft plant

Light punch and forming presses
Power sewing machines
Burring, polishing, lapping, buffing, etc., on lathes, drill presses, polishing jacks, etc.
Hard finishing machined parts by filing, burring, lapping
Soldering
Electrical work (wiring and assembling, parts, winding coils and armatures, soldering, taping, etc.)
Assembly (all types of light sub-assembly and final-assembly; often requiring use of hand tools of many kinds)
Artillery ammunition loading
Operations on bullets, cartridge cases, and primers in small-arms ammunition
Painting (touch-up and hand finishing, radium, stenciling, masking before painting, and so forth)
Inspection (visual, gauge, micrometer, caliper, sometimes with blueprint reading)
Packing, labeling, etc.
Nursing and welfare

Information coming in shows that women are expected to replace men on the following jobs on which up to this time their employment has been limited.

Light turret lathes and hand-screw machines
Grinding machines (surface, cylindrical, internal)
Gear shaping, cutting, and hobbing machines
Miscellaneous machines; profilers, shavers, nibblers, shapers, routers
Optical and opthalmic glass grinding and polishing
Sheet metal forming and riveting
Welding—acetylene, torch, spot
Servicing and repairing airplanes at air depots

Painting—spray painting small parts and products
Inspection—calibrating, checking, and testing raw materials, stock, and salvage parts
Timekeepers, stock record clerks, and similar jobs
Tool-crib and stock room attendants, and dispatchers
Personnel workers
Employment—interviewing and hiring
Draftsmen and tracers
Foreladies and lead women

A longer list, prepared by the U. S. Employment Service before women's employment was so extensive entitled, "Occupations Suitable for Women," covers some fourteen hundred occupations.

An additional list of "non-essential" jobs—that is, jobs for which men will not be deferred from military service—indicates where many women are being and will be fitted in. Some of these are:

> Bell boys; bus boys; elevator operators; (including those in production plants); soda dispensers; ushers; waiters.

Industries for which men will not be deferred, including parking lots and photographic studios, are fields into which women already are fitting.

During the first two months of 1943, the U.S.E.S. made an intensive drive for workers with one or more of the following special skills. Many of these occupations women could perform.

> Airplane skin man; airplane sub-assembler; ammunition inspector; ship assembler; metal work bench hand; bus driver; ship carpenter; cord wood cutter; crane rigger; cylindrical grinder operator; ship driller; electrician (ship); flanging press operator; internal precision grinder; outside machinist; metal chipper; milling machine operator (all-round); explosives mixer operator; radio chassis assembler; rough or finish ship painter; plate hanger; automatic or semi-automatic screw machine operator; tack welder; licensed marine engineer.

The U.S.E.S. states: "It can hardly be said that *any* occupation is absolutely unsuitable for the employment of women. Women have shown that they can do, or learn to do, almost any kind of work. To say that a given occupation is suitable for the employment of women, however, is not to say that any woman could perform it. A woman with suitable physical strength and other characteristics and abilities must be chosen; and the usual principles of personnel selection must naturally be observed."

Women are making an excellent showing in production. For instance, a woman on a sensitive drill in a California airplane plant has doubled the production of the man she replaced.

A Long Look Ahead

With the present need urgent for women's work, and with programs of training being organized, the farther future also must be considered. The shifting of workers and the conversion of industries after the war is likely to be at least as great as today. Many women will wish to leave the labor market after the war; others will desire to change their work. In many cases a wife or sister is now at work on a machine to hold it for husband or brother on his return.

However, many women will need to retain their jobs. The burden of family support will fall heavily on many who in pre-war days bore no such responsibilities. These are women who have carried on through thick and thin. The regime of the employed woman is in many instances as rigidly timed as that of military life, and this often continues over much longer periods.

It is estimated that the close of the war will displace some 5,000,000 industrial workers as well as about 7,500,000 from the armed forces. Much thought already is being given to the solution of this problem. Job placement often is made only for the war's duration. Some industries, too, have from the first put on, so far as possible, women from the families of their own employees or of service men, so that if cuts in personnel are made after the war, some family member still can be retained as a wage earner.

After World War I, many women were displaced. However, a sample of nearly five hundred plants producing leading war needs employed 40 per cent more women after the war than before, even though they had cut their forces of women 30 per cent.

In jobs immediately needed, that can be quickly trained for, there often is no great future promise. But much work of this kind, if rightly directed and later supplemented, may prove a stepping stone to broader skills. No matter to what types of work the postwar scene may call women, their training and job experience during the war should prove valuable. Certain it is that plans for reconversion to peacetime economy must include schemes for the wise use of skills being developed by women workers, so that these abilities shall be conserved as a national asset.

Training plans, too, should take a forward look toward future needs. Though conditions today require very specific lines of work, still it is possible to some extent to develop at the same time allied or closely related skills. In one arsenal requiring workers for the fine job of threading the fuse in a time bomb, workers found the most apt for this job, after several trials and errors from other groups, were women who had been engaged in fine needlework. Just as spectacular adjustments as this will be possible in the postwar period.

Lacing the harness for a plane's electrical system. Women in electrical work are not new—even before the war, they comprised a third of all such workers

Chapter II

WOMEN IN WAR MANUFACTURING

THE CLOSE of last year saw more than 3,200,000 women in wartime manufacturing, almost 20 per cent more than the year before. They are doing the types of jobs women have done in industry before and many new jobs besides. They are performing exacting processes, such as threading a time fuse; operating a tiny jeweller's lathe making a small airplane part; or inspecting fine parts by measuring with an instrument that records to very small tolerances. They also operate heavy machinery, lathes, millers, grinders, and cranes. They do unskilled work as helpers and recorders, and the most highly skilled work in technical laboratories.

A fifth of the ordnance plant workers, well over a third of the employees in the electrical machinery industry, and a third of the scientific and professional instrument makers are women. Before the end of 1943 they are expected to make up at least half the aircraft workers. They even are employed in increasing numbers in the heavier machine industries and shipbuilding.

Women's primary jobs include the assembly of many fine parts, using pliers, mallets, files, screw drivers, and other small tools, and inspecting and testing work requiring care and use of calipers, micrometers, and many types of gauges. They do electrical work, tool room work, sheet metal work; welding; the operation of many machines both light and heavy; sorting and packing; and several types of semi-clerical work such as timekeeping or checking tools in and out of the tool crib.

Women in the Aircraft Industry

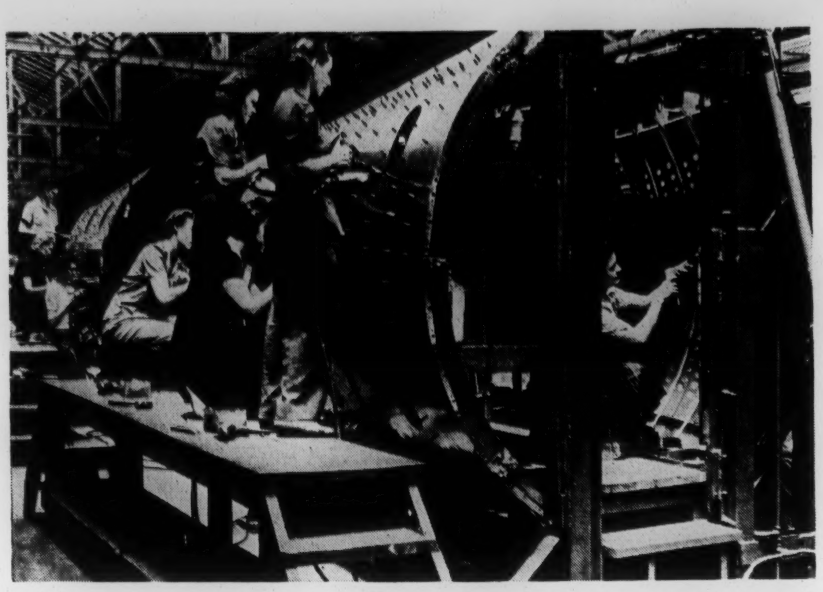
In the employing of womanpower, the aircraft industry has been the "fair-haired child." In the spring of 1941, the Women's Bureau visited leading aircraft plants to estimate the possibilities for women's work. Less than 1 per cent of the workers then were women, and several companies employed none at all. (Of course, they worked in the plant offices.) The few women then employed usually worked in the fabric or covering department where much of the work is similar to that in the needle trades and a very small number were in the electrical and tubing divisions. Later that year, in October, plants were trying out women and employed about two thousand, but after Pearl Harbor this trend was accelerated until in April, 1942, the employment of women on aircraft production lines had increased more than nine times. By the end of last year there were 147,000 women production workers in aircraft plants.

In one West Coast plant formerly having none, women were 52 per cent of the labor force. In an eastern plant the proportion had risen from a fourth to a half, and another plant having had four thousand women called for twenty thousand more. Early this year over 30 per cent of the workers in the major aircraft plants (taken together) were women, and about 15 per cent in factories making engines and propellers. It is expected that women will constitute 40 or 50 per cent of the workers by the end of 1943, with some plants running as high as 70 or 80 per cent, especially where smaller parts are made. One plant making fine parts already reports 80 per cent women.

Some plants now employ them in every department (though not in all jobs). They operate a great variety of machines; work as laboratory technicians; fabricate, cut, and form sheet metal; weld; work in radio instrument, tubing, and cable departments; do core making and sound proofing; help in paint, heat-treating, and anodyzing departments; inspect the many fine parts at various stages of processing. In one large plant there is a woman tool designer, and most companies have women assistants in the personnel department.

In electrical assemblies women quickly took their places assembling and preparing electrical systems by cutting wires, attaching fittings with lugs and screw drivers, soldering wire to contact points, laying out wires on routing boards, and attaching designations for the final assembly into the plane.

Inspecting is another type of work assigned to women. They check to order specifications of parts purchased from other plants, such as valves, rivets, and bearings. They inspect small parts and castings for defects. They measure and gauge threads and angles. They test the hardness of metal—jobs requiring close attention and accuracy.



Women riveters are found in almost every department of aircraft companies

Riveters are always in demand, since most of the sub-assemblies and final-assemblies in the plane are built in this way. (See Monograph No. 33, *Jobs in the Aircraft Industry.*) Women have proved very successful at this type of work. They work on jig sub-assemblies or ribs, spars, and bulkheads, sometimes in teams with men. They crawl around inside and underneath the fuselage, and small women are especially useful in doing such work in cramped spaces. (See Women's Bureau aircraft studies.)

Machine operations in aircraft plants are also performed by women. They operate milling machines, engine and turret lathes, for example, as well as all types of grinders. The largest numbers work on drill presses, drilling all kinds of small metal parts, castings, and fittings of aluminum alloy, sheet metal, and steel. It is not difficult to drill a hole, but it does require skill to place the hole in exactly the correct spot.

Women are doing acetylene, gas, and spot welding, although in aircraft plants there are not as many jobs for welders as for riveters. It requires specialized training to meet Army and Navy tests and standards.

Burring and filing in the machine shop and metal fabrication departments often is an introductory job for women. These operations remove rough edges and irregularities from machined parts, using emery cloths, burring tools, and files. Often closely prescribed dimensions must be met.

Work in storerooms, stock rooms, and tool rooms is well suited for women. Supplies and parts, such as sheet metal, bars, clamps, nuts, bolts, and rivets, are stored on shelves or racks or in bins, and records must be kept of their receipt and issuance. Many of these parts are small, and women can handle them easily. The issuance of tools to workers requires knowledge of the names and uses of tools, and more women can do this work when given more general mechanical training.

The assembly jobs employing women, such as riveting, welding, and electrical work, are done in the making of parts. In the final-assembly of the plane fewer women are employed, but they do such work in some plants. They push themselves along with the plane on small rolling platforms and install parts, then roll back to the next plane on the line. They are at work underneath and alongside slowly moving assembly lines, installing pulleys, seats, pedals, levers, radio tables, switch panels, controls. A few women work on teams installing parts of the hydraulic system for the landing gears. Workers on the final assembly line must have considerable all-around ability in using all types of hand tools and following complicated blueprints. Experienced workers from sub-assembly lines and fabrication divisions can in time be up-graded to final-assembly.

Women Instrument Makers

Demand for rapid production of various types of instruments—aircraft, optical and fire-control, dental, and surgical—has markedly enlarged this field for women. The many fine processes (See Monograph No. 34, *Instrument Makers*) are well suited for women. For instance, in a Detroit automobile plant converted to making an anti-aircraft detector, much of the machining and assembling is done by women, a number of them with degrees in mathematics. (See Women's Bureau instrument study.)

Women are at work on light machines such as small sensitive drills, bench lathes, watchmakers' lathes, small automatic screw machines, micro-milling machines, burring and buffing machines, and gear hobbers.

However, most women's jobs in instrument factories are on the mechanism sub-assemblies and require the use of hand tools and small machines. In one plant production was increased 71 per cent in assembling a part for a fire extinguisher of an airplane engine by combining a woman's dexterity with a work simplification device.

Inspection work goes right along with assembly operations, and women check the magnetization of a compass on a special projecting and enlarging device. A few women are doing calibrating, which includes testing, adjusting, balancing, and measuring the performance of instruments.

Women do much of the work on the electrical systems of planes. They wind armatures, tape coils, solder, and connect wires. Testing of the electrical indicating systems for accuracy, grounding, and shorts is a type of work more women could do with proper training aimed at development of particular accuracy and care. This training could be obtained in a comparatively short time.

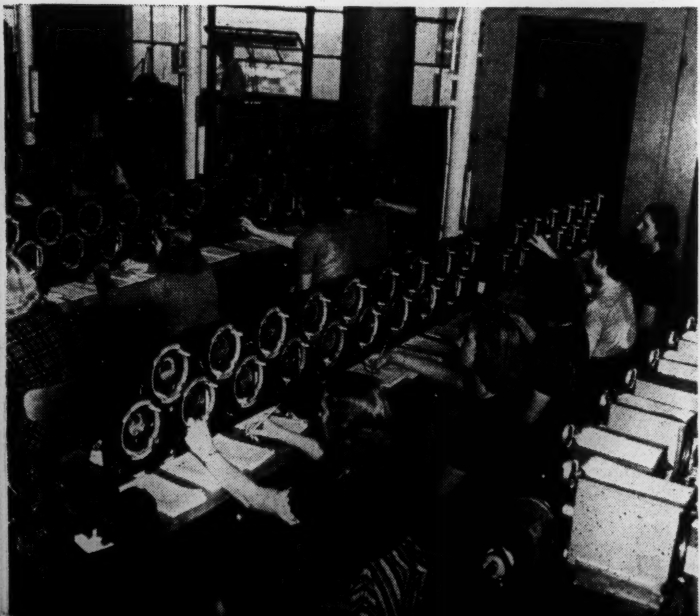
Fire-control instruments are needed to check the accuracy of every gun and the effectiveness of gunfire and aircraft bombing. These are predominantly optical instruments, such as periscopes, range and height finders, and gun sights.

In preparing the glass women do light jobs, such as cleaning, weighing, inspecting, and packing into trays. Inspection requires close work to discover bubbles or other irregularities. The chief work of women in preparing lenses is in centering, silvering, etching, cleaning, and inspecting. The cleaning is an especially exacting task as microscopic specks are removed with small vacuums and cleaning solvents. They are then inspected by the use of magnifying glasses.

Formerly, scarcely any women did fine grinding and polishing work in the making of precision optical instruments, since highly skilled workers carried out a great variety of parts of the work. However, jobs have now been broken down into elements, and women used on parts of the process.

In the assembly of fire-control instruments, women have usually been employed on binoculars, but they are now working on telescopes, aircraft sights, and gun sights. They are cleaning, inspecting, mounting, and setting optical parts in the case or housing and making minor adjustments. One New York plant making Navy binoculars employs 80 per cent women and expects to employ more.

There is a considerable amount of metal work in making such instruments. Here, as in aircraft instrument shops, women operate drill presses and occasionally milling machines doing bench lathe work such as burring



Good manual dexterity makes women particularly suitable for making precision instruments. Here you see them calibrating directional gyros

and diamond turning for finishing surfaces. The larger proportion of machine shop workers have been, however, skilled male mechanics.

Women are more likely to work on eyeglasses than do optical work for instruments. A southern factory recently reported many women operating complicated machines in making glasses for soldiers to use with gas masks. Few had previously had any mechanical experience.

Electrical Manufacturing

Even in normal times women have constituted over a third of the workers in the electrical industry, and in the past year the number employed has leaped to 44 per cent. In addition, much electrical assembly and installation work is done by women in various other industries, such as aircraft and instrument making.

In the electrical industry women in large numbers do coil winding, assembly, punch press operation, hand and machine taping, and inspection. For the war needs, women are (or shortly will be) machining parts for signalling searchlights, end shields and fan covers for aircraft motors and for merchant marine turbines. They are testing machines, inspecting with fine instruments, wiring and assembling harnesses, and serving as shipping clerks and stock room workers. Future fields are design and ventilation.

Ammunition and Explosives

Women are very extensively employed in the making of ammunition, whether in government arsenals or in private plants under government contract, for their talents are particularly suitable for the manufacture of ammunition for small arms. As early as 1941 the Frankfort Arsenal employed 40 per cent women. In January 105,000 women worked on ammunition.

Here are women ordnance workers, making projectiles in a government arsenal. Their work must be extremely accurate to meet inspection

Manufacture of ammunition for the large guns and cannon requires making of bags and loading them with powder, as well as assembling and loading of small parts such as fuzes, primers, and detonators made by subcontractors all over the country. Some 60 or 70 per cent of the workers doing these jobs are or will be women.

In making small arms ammunition, women trim the bullet jacket and perform various operations in the assembly and finishing of the bullet. For example, pointing or nosing the bullet, inserting the slug, profiling, and sizing are progressive machine processes in which the work proceeds automatically from one station to the next. Women watch the machine operation and supply parts at the proper points.

Women are particularly adept at loading and assembling shells for artillery ammunition, as well as inspecting and packing different smaller components such as percussion elements, primers, boosters, detonators.

Women predominate in rooms where various small parts, already loaded, are combined and assembled into complete components and do many of the operations directly related to the loading (or filling with explosives) of various small parts, such as percussion elements for primers, relay elements, booster-cups, and detonators.

Weighing powder, check-weighing it on shadowgraph scales, and pouring it through a funnel into the powder bags (bag loading) is also done by women. Others close these openings on sewing machines (with bronze needles which will not set off the powder). Some women load black powder, but more work on lines loading smokeless powder, which is less dangerous. They also insert fuzes in loaded shells, assemble cartridge cases to shells, and shellac the seams where projectiles and cases join.

In the manufacture of TNT, women until recently have only done office jobs, but they are now replacing men as escorts to accompany visitors from one administrative building to another and in receiving and stores departments, which are in the manufacturing area, but entirely

Weighing powder, and then funneling it into silk bags (bag loading) is another job of women workers in ordance plants

separate from buildings where the TNT or the acids required are handled.

Women are now employed in some cases as inspectors, both in the box factory where the wooden boxes into which the TNT is to be placed are cut out and assembled and in the nail house where the full boxes of TNT are weighed, sealed, and loaded on trucks. On the recommendation of the Women's Bureau some women are acting as safety inspectors. This work requires a considerable period of training, and the women must be well versed in the production processes of the plant, but need not have a technical engineering background. Their further employment in clerical work and in the yardmaster's division, scheduling the loading and unloading, routing and transportation of equipment, and as aids to skilled mechanics in the maintenance department was recommended.

Women Making War Needs from Rubber

Women work on many rubber products of vital war importance, replacing men in many jobs. Last fall they constituted nearly a third of the workers in five major rubber companies in a mid-western rubber center, and 80 to 90 per cent of those making barrage balloons, gas masks, life belts, aircraft escape boats, rubber bridge floats, and pontoons.

Besides the great tires for aircraft, army trucks, and ambulances, other rubber war products are bullet-sealing fuel tanks, helmet liners, diving dress, oxygen cylinders for aircraft, and rubber life rafts. Jobs done by women include machine and hand building on tubes; curing tubes; operating some machines, as punch presses and cutters; helping as pressmen and with heater operations; inspecting; hand and machine trimming; lacquering, wrapping and packing. There is a good chance that the expansion of air travel in the postwar period will spell continuing growth in demand for rubber products. However, this industry depends somewhat on demands from other industries, and present indications are for a very small labor force in synthetic rubber.

Women Make Guns and Cannon

Many hand and machine operations in the manufacture of guns and cannon are done by women. Some 75 per cent of the workers in plants making small arms may be women since the parts are light, while in plants making cannon, only about 40 per cent.

Small arms and guns require many interchangeable parts so that worn and damaged parts may be replaced in the field. In such manufacturing, machine tool operations predominate, and 60 per cent of the factory production workers are said to be machine operators. More than a third of the principal production processes are likely to be on milling machines, followed in importance by drill presses, profilers, barrel machines, and grinders. About a fifth of the machine operators are women. Of course, the number varies from plant to plant and even in different departments. For example, one firm had no women machinists, while in others as many as 60 per cent were women.

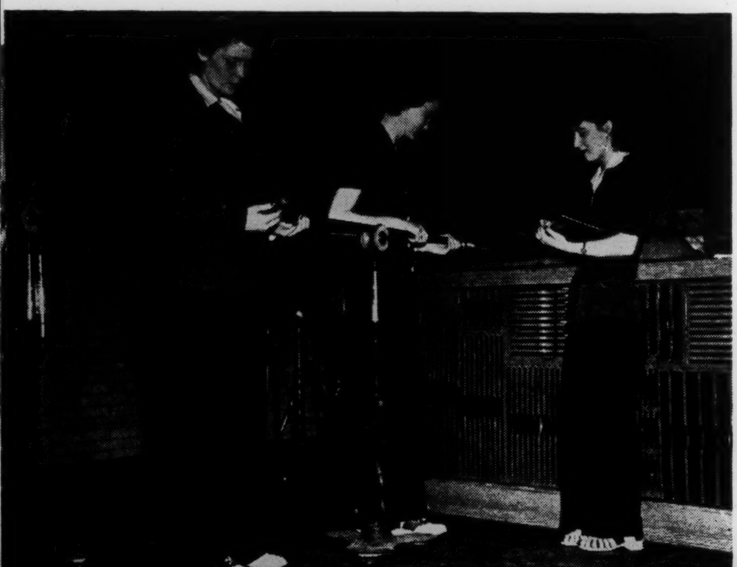
They operate twelve typical kinds of drill presses, and in one plant as high as 80 per cent of such machines are run by women. They run nineteen different types of milling machines, even learning to set up their own machines sometimes. Other times, set-up men do this work for a group of machines.

All types of grinding, too, are "woman's work," though some plants have none of these processes. Much grinding is required to attain the close tolerance and high finish needed. For example, in one type of machine gun, raw stock forgings weighed 101 pounds, and by gradual machining the finished steel parts were brought down to 18 pounds.

Most of the small arms sub-assembly and much of the final assembly can be done by women, depending on the weight of the gun. Although last year only about 8 per cent of such work was done by women, the proportion is continually increasing.

Inspection of parts, especially those that are small, is done to a large extent (62 per cent in one plant) by women, both in the process of manufacture and after the product is completed. They do inspection in tool cribs, on parts received from other manufacturers, and on the floor among machine operators. Some women combine this work with burring, filing, and lapping of parts to fit fixed gauges. In heat-treating rooms women do hardness testing, as well as visual, gauge, and magnaflux inspection on .30-caliber gun barrels.

In the gauge-control and inspection departments all the various gauges and dies used in production are checked for accuracy. This requires great care and skill, considerable knowledge of mathematics, and the use of a wide range of measuring instruments. More and more women



These girls measure gun parts at one of the government's many proving grounds

are doing these jobs effectively, and the need for such service emphasizes the importance of practical mathematics.

In cannon manufacture, there are not so many interchangeable parts, and the work, therefore, requires a knowledge of more processes. Women are being trained to shift from one kind of work to another and to set up their own machines.

Work on the big guns requires much handling of parts too heavy for women, but they do some work on the smaller parts. They operate vertical milling and hand milling machines, turret and engine lathes, surface grinders, and hand screws. The largest numbers operate drill presses.

The large guns and cannon are tested at government proving grounds, and at one of these, a thousand women have replaced men in testing tanks, machine guns, trucks, and anti-aircraft cannon.

Women in the Metal and Heavy Industries

In metal and machinery plants, machine shops and foundries, and steel mills, even in plants making machine tools or tools and dies, many women are employed. In a large sample of iron and steel plants, women constituted 7 per cent of the workers in the fall of 1941, and a year later 11 per cent. In another survey made at the end of 1942 nearly a fifth of the labor force in metal plants was made up of women.

In machine-tool plants, women perform operations in the making of machine-tool attachments, cutters, broaches, gauges, calipers, micrometers, and others of relatively small size. For instance, in one Mid-west tool company, women assemble, adjust, and test small lathes.

But women now also work on the major machine tools which until very recently had accorded them only the most limited employment. They are up-graded to various machines from routine bench work.

Over three hundred women are reported on lathe work in a plant making steam turbines. A New England mill increased its woman labor force from only about five hundred in July, 1942, to more than fourteen hundred in February, 1943. A New Jersey plant making roller bearings has replaced drafted men with women on the end, external, and internal grinders, and honing machine. Women are foundry core makers handling heavy materials using shovel and tamping tools; others operate forming presses, setting up templates or molds for huge hydraulic presses used to stamp out metal parts. One plant has been training four thousand women to replace men, including milling machine operators and sheet and tin mill workers. Others are metallurgical observers, read carbometers.

The American Foundrymen's Association listed as jobs which women could do: core making; operating mechanized sand mixers, strengthening presses, and drop hammers; bench and squeezer molding, where laborers carry away the mold. A steel executive listed: tractor operation, coil winding, crane operating, chemical analysis, and use of smaller machines.

Last year tool rooms in plants in various industries began employing women, who now operate a variety of machines in the manufacture of cutters, reamers, gauges, jigs, and fixtures—occupations formerly reserved for highly skilled tool and die makers.

Shipbuilding, Too, Uses Women Workers

The shipbuilding industry has taken on large numbers of women, beginning in the late spring of 1942. This long has been thought of as exclusively a man's industry, although during World War I small numbers of women were employed in shipyards.

About a year and a half ago, a western personnel manager thought that 15 per cent of the work on new ship construction could be done by women—even a substantial part of the work in the hull division. The U. S. Employment Service has estimated that 26 per cent of the jobs

This woman, employed in a government shipyard, used to be a waitress. She is now helping the war effort by caulking the seams of a 28-foot whaleboat

on rivet-welded cargo vessels are suitable for women, 36 per cent on arc-welded vessels, which are tending to develop more than the riveted.

Last fall, reports from sixteen major ship companies showed women at work in ninety of their yards (which employed over two-thirds of all workers in commercial shipbuilding). Five of these estimated they could use women up to 20 or 25 per cent of their labor force. The New York Navy Yard was then taking women in the ship-fitters', ordnance, and paint shops, and foundry. The Philadelphia Navy Yard was advertising for women as junior inspectors of radio. Later the Norfolk Navy Yard began training women as helpers in the mold loft, welders in the machine shop, and operators of crane, lathes, and other machines on which women had been found proficient elsewhere. By February, 1943, Norfolk was reported to have 1,700 women in the yards.

In October, 1939, the Census reported only thirty-six women production workers in shipyards. In the fall of 1942 the number was estimated at 25,000 with 150,000 expected to be so employed eventually. By January, 1943, the number had been jumped to over 54,000 and predictions were for 400,000 before the end of the year.

The most usual jobs for women in this industry is some type of welding—tack, horizontal, vertical, overhead, spot, acetylene, and so forth. Women are even trainees for heavy welding on boiler plate. Welders, with helpers in various crafts (electricians, machinists, and so forth), and burners account for about 90 per cent of the women. One woman burner does such excellent work that she is called to different parts of the yard whenever an intricate burning pattern has to be executed.

The Kaiser company has women in one plant doing all types of installations and fittings on the upper deck. Another West Coast company has women electrical workers in gangs installing power cables, assembling cable hangers, and pulling heavy cables through bulkheads. Others are doing warehousemen's work and operating machines such as drill presses, grinders, and lathes. One car company making sections for assembly in large patrol vessels estimates that 20 to 30 per cent of its laborers at peak employment will be women. At the Philadelphia Yard, women guard gates.

More unusual jobs performed by women in shipbuilding are as operators of shearing machines on sheet metal—in one case a big square shears cutting metal ⅜ inch thick; of a power hack saw; of a band saw; of a cut-off saw; of tool grinders; of a turning lathe; of a bridge crane; of a keel-bender, involving equal use of both hands as two levers must be worked independently at the same time; as rodman assisting surveyors to see that the ship parts are kept true in building; as cutter on steel plate with a blowtorch; as solderer; as material checkers and tool checkers; and in at least one instance as a skilled tool maker.

18
CAPACITY

Our Government says that women should receive equal pay with men when they do comparable work. Many industries have followed this policy, but not all

Chapter III

WORKING CONDITIONS WHEN WOMEN ARE EMPLOYED

THE principles of giving women one day of rest in seven, an eight-hour maximum day; the forty-eight-hour week as a maximum; adequate rest and meal periods; adequate health and safety provisions, and first-aid medical care as recommended by the Advisory Committee of Women of the WMC in its "Policy on Recruitment, Training, and Employment of Women Workers" are based on years of experience, experimentation, and knowledge. These measures are designed to obtain maximum production, as well as to conserve the health of women workers. (See page 8.)

Government statements have frequently advocated equal pay for men and women doing comparable work, and this government policy goes back as far as World War I. In practice, it varies considerably, and there are women paid less than the men they replace or work beside, even though the job and the worker's output are strictly comparable. Cases of women instructors receiving hourly rates below those of the men they were teaching have even been reported.

In many ammunition plants, entrance rates for men have been well above women's, even when the jobs were essentially the same. On the other hand, aircraft plants, many of which are new and which started hiring women only quite recently, as a rule pay the same beginning rates for men and women and increase the two sexes alike in the first months. But in gun manufacture, an industry equally new for women, beginning rates are usually lower than men's and remain so even for experienced workers.

The National War Labor Board has directed that women's wage rates should be "set in accordance with the principle of equal pay for comparable quantity and quality of work on comparable operations." This means that comparable work should be paid at the same rate regardless of whether women have replaced men, and the NWLB issued a special order permitting wage increases to bring women's wages up to men's in comparable work when they had not been the same.

How Employers Fit Jobs for Women's Work

In order to employ women, progressive managements are adapting their production methods to fit women's height and strength. Some are raising or lowering benches or machines to improve the work layout and reduce the lifting weight; changing the arrangement of work so that heavy lifting is performed by movement or material handlers (laborers); placing automatic stops on machines; installing conveyors to slide parts from one machine to another; or changing a job or fixture so as to lighten the lifting weight.

The average woman is not as tall as the average man, and the height of machines and the reach required formerly has been measured largely by men's capabilities. Special planning for adjustable seats and provision of wooden platforms for women operators to stand on are all that are needed. Tables may be placed by machines in some cases to eliminate the necessity for lifting heavy material from the floor to the machine. The use of conveyor belts, too, enables women to perform processes to make inspections without lifting the material and without loss of the workers' time in transferring parts from place to place.

In one plant an air-operated wrench was suspended from a counter-balanced support, and thus the worker did not need to lift or handle it. In this case a woman was able to operate simultaneously two such air-driven wrenches instead of the single one formerly operated by the man who also had to do the lifting and handling.

Jobs in machine-tool work have been reengineered in various plants so that women may do the work. For example, one company put a new lever on a special spinning lathe so it could operate with 70 per cent less exertion, and thus women could perform the process. Multiple spindles were attached to milling machines in one plant, so that a girl operating four machines need take fewer steps from one to the other. A Chicago plant making large tools redesigned all but the heaviest machines for ease of

When women were needed to fill war production jobs, heavy machines like the reamer found women efficient on highly skilled processes on rifle barrels

operation by women. A new method of heat-treating steel developed by an Ohio company applies an electric induction process and fits for women a once-heavy job.

In one machine-gun factory, the work was reengineered especially for operation by women in large numbers. Conveyors were installed to slide heavy parts from one machine to another, thus eliminating heavy lifting, and bench vises were installed to hold parts for filing, making the work both lighter and easier on the hands.

Women's Membership in Labor Unions

With the continuing entrance of more and more women into industry, it is not surprising that there should be a great increase in the membership of women in labor unions. In fact, a number of unions that long excluded women now are open to them.

The membership of women in unions now numbers more than four million. The A.F. of L. and the C.I.O. have about an equal share of these, and many are in independent unions. Women's membership in unions is of obvious importance, both to the unions and to the women. With many of their group new in the labor market, it is only through some form of collective organization that women can work to assure themselves adequate wages, suitable working conditions enabling them to give their best service, or opportunities to advance to more skilled jobs. From the union view, it is only by taking women into membership that wage rates and labor policies and standards can be maintained or bettered. And it is union policy to demand equal wages for comparable work for men and women.

More women than ever before are taking an active part in union organizations serving as officials and representing their groups on shop committees. In one union, 17 per cent of its national staff are now women, and 150,000 of its members. This union claims contracts with over eight hundred plants in the electrical industry, 40 per cent of whose workers are women. It has stood for equal pay where women replace men, and also in newly created jobs, and for an equal chance for women to advance to more skilled places.

A study by the California Department of Industrial Relations shows in 1941 that 60 per cent of the clothing and textile workers in unions in the state were women; approximately a fourth of those organized in food and tobacco plants; and from 10 to 15 per cent of those in government employment, in printing and publishing, and in professional, sales, and office occupations. The proportions of women among all employees in these various groups tend to run considerably above their proportions in union membership.

Women are serving as trainmen and streetcar conductors in many places, thus relieving the manpower shortage caused by men going into military service

Chapter IV

WOMEN CARRYING ON CIVILIAN LIFE AID THE WAR

VITAL war work for which women are well fitted and in which it is important for them to take jobs are the civilian trades and services, according to War Manpower Commissioner McNutt. These include stores, restaurants, laundries, and child care centers, as well as offices, transportation, and hospitals. "In fact," said McNutt, "two out of every three women workers will be needed in (such) home front jobs."

Restaurant and laundry services are of major and increasing importance in war-congested communities, and they become even more so as more home women are drawn into outside work. Consequently more families need to "eat out" and to have other services performed to release their members for war jobs. This is especially true in the almost 200 communities that are now shortage areas or are likely to become so in the near future. Acutely needed are women to perform services in stores, laundries, restaurants, public transportation, auto repair shops, and telephone offices and switchboards.

Many of the occupations for which men no longer will be deferred can be filled by women—elevator operators and starters, bus boys, dish washers, ushers, waiters, messengers, office and errand boys.

Early this year, as well as during much of 1942, women were taking men's places in all parts of the country as hotel, restaurant, and store workers. Women elevator operators were being employed, for example, in office buildings in Tacoma, Washington, and in the State Capitol at Harrisburg, Pennsylvania. Elsewhere women were replacing men in hotels as purchasing agents, cashiers, mail clerks, and bell captains.

As early as the fall of 1940, the National Retail Dry Goods Association listed occupations in stores that could employ women, including not only office, sales, and packing workers, but floormen, some buyers, messengers, elevator operators, and stock room workers. This industry is well adapted to the use of part-time women workers, whose home responsibilities enable them to give only part of the day to outside work.

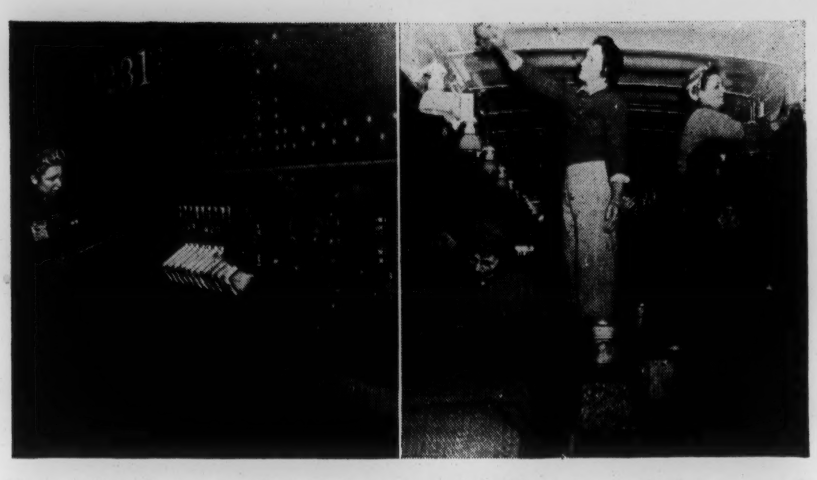
Woman employment in stores is increasing, and more jobs are now open to women. In over twelve hundred stores in eighteen New York cities, the proportion of women increased 9 per cent from the fall of 1941 to the fall of 1942. In variety stores this increase was 15 per cent; in food stores the number of women had more than doubled. Women have replaced men as window trimmers, buyers, shipping clerks, stock clerks, and porters in department stores; as salesclerks in groceries, meat markets, and shoe stores; as cleaners and ushers in movie houses; as cashiers, drug clerks, bakers, dishwashers, checkers, and in many other occupations.

Women in Railroading

Throughout this country's vital transportation systems, women are taking their places in all sorts of capacities—on railroads, in local transit, at air fields, in long distance truck and bus lines, in auto repair.

Today the number of women clerical workers in railroad offices has been greatly expanded, and many also work in railroad yards, shops, and round houses. Late in 1942, the Office of Defense Transportation reported 40,000 women workers, including 34,000 in the clerical forces and 6,000 in other jobs on 101 railroads, which covers most Class I roads—only 3 per cent of their total labor force. The director of the Division of Transport Personnel, Otto Beyer, called on the railroads to help meet their growing labor shortages by increased employment of women.

In railroad yards, some women have become block operators in signal towers, round house clerks, and yard clerks reading box car numbers and keeping track of cars. They are found in round houses as turntable operators, hostlers serving engines with water, oil, and sand, and as cleaners polishing the sides of engines with oily waste on long-handled mops. In the shops, women are machinists and machinists' helpers, tool checkers, steam hammer drivers, and rivet heaters. Largest numbers are coach cleaners, shop and store workers, station agents, telegraphers, wait-



Many railroads are meeting their personnel problems by employing women to service engines, clean coaches, and operate roundtables and switch mechanisms

resses, cooks, kitchen helpers, laundry workers, and baggage, parcel room, and station attendants. As many as fifty-two women section hands were reported, and seventy-four as crossing watchmen. A few were truckers or gang foremen or unskilled women. Sorting express packages for drivers or to put on trains is another job for women today.

A major example of women's work in a great central railway station is in the Union Station in Washington, packed twenty-four hours a day. Some thirty or forty women have been taken on in the past year for information service alone. They answer telephone inquiries and requests at the information desk, make Pullman reservations, serve as message clerks sending wires for space, and write up train arrivals and departures on information boards.

In at least a dozen cities, women are driving street cars, busses, and light trucks, delivering milk, mail, and other necessities. Women cab drivers in many places are no longer a new sight. Local transit companies also have hired women as accident investigators, draftsmen, gatemen, ticket agents, and ticket examiners. A January report showed about a third of the new workers in these companies to be women. Ambulance driving is another type of work that has been done by some women. One state in the South reports some eight hundred girls drive school busses without accident and with repair bills at a minimum.

The Air Lines Are Hiring More Women

Both at government air fields and with commercial air lines, the employment of women is increasing rapidly. The ODT estimated that this year almost half the personnel of air lines will be women, and one of the major commercial companies expects 60 to 70 per cent of its employees to be women by mid-1943. Of course, these figures include clerical and food service forces, stenographic and accounting personnel, telephone reservation clerks, both ticket and passenger agents, teletype and radio operators. Women are serving as draftsmen charting maps and routes. They are weight-control clerks and do rapid figuring to make sure planes are not over-loaded. Some women also load and unload cargo, handle baggage and mail, and are link trainer operators. Women are flight watchers, reporting the position of clippers. Several hundred throughout the country work in airport towers and airway traffic control centers.

Women now more and more are doing maintenance and repair work at the air fields acting as mechanics and ground crews. They clean spark plugs, inspect gas tanks, lubricate the plane, clean and replace fuel pumps and carburetors, repair tires, check ignition, and check the entire electrical system. They clean, adjust, and calibrate the various flight-control instruments. They do sheet-metal work, welding, and riveting. In the warehouse, women are checkers, tally clerks, and shipping clerks. A few women are traffic managers, aeronautical engineers, meteorologists, gyroscopic experts. In some Army air fields, women are drivers of staff cars and jeeps, and cryptographers coding and decoding radio messages. A few even serve as guards carrying guns. At one army air field where planes are overhauled, it is planned to have women as 80 per cent of the personnel.

Trucking, Too, Is Now a Woman's Job

Last fall, four women were among the fifty drivers of a convoy of ten-wheeled army trucks on a 680-mile trip out of Detroit, carrying ambulances and jeeps East for the Army. Long-distance bus and truck companies are hiring women as dispatchers, timekeepers, claim adjusters, safety department workers, rate clerks, as well as ticket agents, and the more usual clerical workers. A few are truck company executives and assistant terminal managers. The ODT estimated that truck companies added five thousand women from July to November, 1942, chiefly in jobs formerly done by men. On intercity bus lines, about half the new employees were women.

Mechanical repair work on cars, trucks, and busses is a shortage occupation, so far as both civilian and military needs are concerned. Women are now doing this type of work, and both the demand for workers and their enrollment in classes practicing auto repair are increasing.

Women operate an increasing number of filling stations. Last fall the Shell Oil Company put on a force of forty-five "shelladies" to sell oil and gas, lubricate cars, do station accounting, and care for rest rooms.

Water transportation companies employ very few women, chiefly in clerical and stenographic work. However, there is a woman here and there serving as a boatman, canalman, or lock keeper, or as pilot or deck hand on a small vessel. Recent press notices tell of a woman hired as barge captain on a twelve-day run from Buffalo to New York, and of a few women whom the Longshoremen's and Warehousemen's Union assigned to gangs for unloading ships in San Francisco. Three women recently were assigned to the U. S. Engineer's survey boat to operate the machine recording the depth of the Columbia River and make the records.

The Telephone and Telegraph Industries

Closely allied to transportation is the field of communications, in which women have been predominant in certain occupations. Some 60 per cent of the telephone workers have been women, of the operators about 95 per cent. In New York women are to take over many jobs in telephone test rooms, such as vacuum tube tests, relay adjustment, instrument reading and recording, apparatus cleaning and lubricating.

It is no longer unusual to find girls delivering telegraph messages. In one of the large East Coast cities, 70 per cent of the telegraph employees, including half the messengers, were reported to be women. The war situation throws a far heavier load on all such facilities, and their employment of women is almost sure to increase.

Agriculture

The raising of livestock and the planting of gardens is recognized as a vital need in supplying this year's food. There is little farm work which the busy farm women have not done. Work on dairy farms, fruit and vegetable farms, and poultry raising generally are considered well suited for women. In the spring of 1942, women were 13 per cent of all farm workers, as compared to about 6 per cent two years earlier.

As the year progressed, women more than ever were hired, and during crop planting and harvest times in many places they made up a large section of the labor force. It was estimated that the summer of 1942 saw 1½ million women in agriculture—70 per cent more than in 1940. They set out celery and tomato plants; they picked, sorted, cut, and packed berries, vegetables, fruits; they drove trucks and moved fruit on hand cars. In one state they handled over a million cuttings to provide Army and Navy camouflage material. They pressed grapes in California wineries and shucked oysters in New Jersey. They hoed vegetables, drove tractors, ran mowers, hay rakes, and binders, drove livestock to and from pasture, milked cows. Congress now is planning for a large Women's Land Army.

Lumbering and Mining

Lumbering and mining are two industries scarcely thought of as providing jobs for women. But in Oregon and Washington last summer some four thousand women replaced men in lumber mills. They sort lumber as it is moved on chain conveyors, tally lumber, stack end-matching lumber, operate trimming machines, clean up and pull lumber on green chains, run electric motors in the yard, load cut logs in box cars with a conveyor. They grade mark, paint ends of logs, or help with orders on the cargo deck. In the planing mill they pull lumber on the rip chain, feed moulders and offbear from several machines.

In an Idaho lumber firm employing forty women, some operate band saws, and at least one rides the saw carriage and adjusts levers to turn the log, a job calling for high skill. In New England a saw mill is reported operated entirely by women, using automatic saws and special machines to lift and haul the timber. In another company women have worked on the river bringing in logs, as well as in the mills, where automatic safety devices for machines have been added. A large construction company is reported hiring women as carpenter helpers, distributing supplies.

In work on plywood about 25 to 30 per cent of the labor force at the beginning of 1943 was reported to be women, though before the war probably fewer than a hundred women were so employed. It is estimated the proportion could be increased up to 70 per cent. Production is good, too, having increased from two million square feet to ten million.

The U. S. Forest Service finds women satisfactory as lookouts, cooks in forestry camps, radio operators, truck drivers for crews that beat out flames. They pack and repack tools and kits, put up emergency rations, repair tents and parachutes for planes surveying to detect fire hazards.

In mining, women in several far western states have been employed sorting out slate or waste rock from gold, silver, copper, or coal ore, as it is carried along on conveyors, and doing other less heavy jobs in mining company mills, warehouses, repair shops, power plants, laboratories, and offices. All these types of work are done above ground.

The lumbering industry, too, has found that women can do many of the jobs in the camps and mills

The shortage of nurses is acute, and our Government is calling for 65,000 student nurses to replace graduate nurses who have gone into the Army and Navy

Chapter V

PROFESSIONAL AND BUSINESS WOMEN IN WAR

SPECIALIZED techniques are very much in demand during this war period, and the emphasis is on very practical knowledge and application. The woman trained as a nurse, for example, has an open sesame. There just aren't enough of her! The limited group of women engineers find their profession a dominant one today. Engineering and practical mathematical science have come to the fore. The woman doctor should find a field for her service with no great difficulty. Personnel work is widely needed in the war program.

Women with engineering, scientific, and technical training, with statistical, accounting, or business training, for specific war industry jobs, for clerical work, and teachers of technical subjects are at a premium. Some of the technical schools that never had given training to women have now opened their doors to them. More than 3,700 women were reported last year to be taking war-department-prescribed training in airplane designing, physics, chemical analysis, and drafting. Today 60 per cent of the trainees in government-owned and operated plants are women.

The Civil Service Commission has announced the need of probably five thousand women in professional and technical work, including economists, medical workers, research chemists, and some personnel and administrative employees. At Vassar College three times as many graduates had been placed in the first six months out of college as in 1941. This spring, the University of Chicago reports a job awaiting every graduate willing to go to Washington from those courses given exclusively for women, such as map making.

Nursing

Combined needs of the military forces and the civilian population far exceed the supply of nurses. With shortages of doctors, due to large proportions being called to the armed services, the increased need for nurses becomes even greater in the public health field. Women are filling in as nurses' aides, and often on a part-time basis when they are otherwise employed. So effective has the program of nurses' aides proved that in February the Surgeon General of the Army called for their services in Army general and station hospitals.

Every high school is being asked to cooperate in the effort to increase the supply of nurses. The U. S. Office of Education has outlined steps a secondary school can take to guide well-qualified candidates to schools of nursing. In the National Nursing Council for War Service, seven national nursing organizations are cooperating to give aid in filling the need. In December a committee of the Office of Defense Health and Welfare suggested plans for shortening nursing training.

The first of January, the WMC began a special effort to register all graduate nurses, and by the middle of February, half of these nurses had returned their registration cards.

Women with Engineering Training

War industry today calls for an almost unlimited supply of workers with some basic training along engineering lines, including physics and particularly practical mathematics. In 1940 the Census reported some nine hundred women engineers of various types and nearly eight hundred technicians other than those in laboratories. The engineering supervisor of Curtiss-Wright Corporation believes that in 1942 and 1943, 65 per cent of the engineering graduates will go into the armed service, and some 80 per cent in 1944. This means that women must fill such jobs in expanding war plants. On the list of critical occupations today are professional and technical engineers, machinists, metallurgists, and engineering draftsmen.

Civil Service alone needs thousands of engineering draftsmen to serve in all parts of the county in ordnance, aeronautical, electrical, mechanical, radio, topographical, statistical, and other jobs. When the American forces landed in Africa they had with them 110 tons of maps, mostly made in Washington, with women employed in their exacting drafting, photog-

Formerly considered a man's occupation, few women today have had drafting training, but those who can fill the jobs are warmly welcomed by employers

raphy, and cataloguing. About four hundred now work in the chart division of the Coast and Geodetic Survey where more than a million maps a month are turned out for the Army and Navy.

Women in large numbers are doing engineer testing, gauge testing, inspecting, blueprint reading, microphotography, calibration of instruments, and other jobs in the general field of engineering, both in government establishments and private plants. Many of the variety of machines women now operate require a knowledge of blueprint reading. Women are replacing men in electronics and underwater control research, important to radio and submarine services.

In the field of mathematics women also are making production calculations and doing wage rate planning. They are testing light and medium caliber guns at government testing stations. Perhaps the top jobs for women trained as mathematicians are those of 170 women in the ballistics laboratory in one of the government proving grounds. Here, too, some women man the control velocity measuring station and compute muzzle velocity, powder charge, and so forth.

There apparently are not more than sixty or seventy graduate women physicists in this country, and this is a field very short of personnel.

There probably is limited opportunity for permanent employment of women in any considerable number, however.

Women with college degrees in almost any field can qualify for civilian junior engineer jobs with the Government by taking short, tuition-free courses. Nearly 150 colleges have been asked to give such courses. The Curtiss-Wright Corporation will pay for eight hundred college women to be trained in leading engineering schools. If women high school graduates can get a year of plant engineering experience, the Government will take them as engineering aides in photogrammetric and topographic work.

The Army last summer sought five thousand women with bachelor of science degrees in electrical engineering to teach radio. Last summer, too, women began doing testing of the tensile strength of metal bars for the Navy. Other engineering jobs for which women are qualifying and being appointed are in the Bureau of Ordnance, Bureau of Ships, and Hydrographic Office of the Navy, the U. S. Maritime Commission, the U. S. Geological Survey, the U. S. Coast and Geodetic Survey, the U. S. Engineer's Office, and the Office of Chief of Ordnance in the Army.

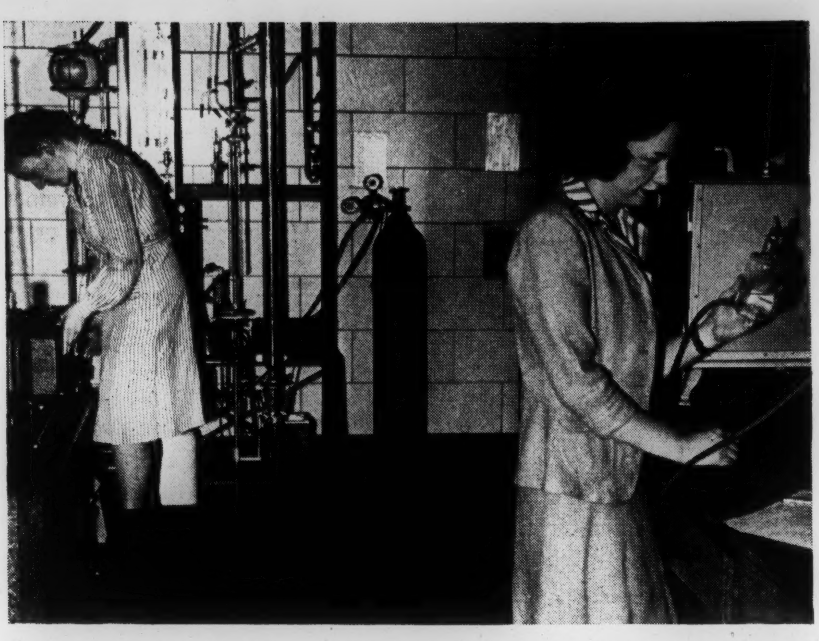
The great majority of women now needed for engineering-type jobs are to do sub-professional detail work under professional or technical direction. In many cases a relatively short training period is required, with a corresponding lack of promise for great future development.

Among the most outstanding jobs being done by individual women in some branch of engineering are tool designing for a big bomber plant, designing lay-out of cantonments, sanitary engineering, service-engineer with a major railroad, steel designing for a large shipbuilding company, engineering research for one of the country's great airlines, work as a metallurgist, and engineering consultant to a major arsenal, making cost studies of equipment, production research, computing power loads in an electrical power system, aeronautical engineering, aero-dynamist computing all wind-tunnel data in an aircraft company.

Chemistry, Too, Requires Workers

Another type of training now in demand is that in chemistry—particularly in explosives, in research and analytical chemistry, and in rubber, plastics, and textiles. War plants in 1942 called for two or three thousand more chemists than colleges were furnishing.

Women chemists in considerable numbers are doing the testing of powder in explosives plants, and at least one large powder plant has a number of women research chemists. They are doing chemical laboratory work in food plants, such as sugar and flour testing, of a routine character. Others do routine chemical and physiological work in biological laboratories such as those of certain drug companies. One large research founda-



Women trained in chemistry, too, are finding a ready market for their abilities, since many men formerly employed in this field have gone into the services

tion has a woman biochemist. At least one arsenal employs women as 30 per cent of its laboratory aides.

Industrial laboratories, closed to women as lately as 1939, now have openings for them. For example, Ford Motor Company first put women in the chemical and metallurgical departments late in 1942, and scores more were in training for such work early in 1943. Du Pont only recently began to admit a very few women. Early in 1942, a Mid-west chemical works employed only men in its research laboratory, but by the autumn a fourth of this staff were women.

Opportunities Are Enlarged for Women Doctors

The 1940 Census reported some 7,700 women as physicians and surgeons, but they constitute only 5 per cent of our doctors. Says Dr. R. R. Spencer of the U. S. Public Health Service: "I am sorry to say that as a rule women have not been encouraged to enter the profession. . . . The policy has been shortsighted and a bit ungenerous to those women who have had the urge to make their social contribution in the field of medicine."

Women doctors today, besides their traditional services in child care, are doing sanitation work, infection control, research in nutrition, psychological and psychiatric work, surgery. A few are in state health offices as consultants in industrial hygiene.

It has been a sore point that the Army or the Navy would not commission women physicians, though they have been commissioned to serve in the WAAC and the WAVES. But, as this goes to press, a bill has just been signed by the President which provides for their commissioning in the medical corps of the services. Such women will receive the same allotments and benefits as unmarried male officers.

But on the home front the women doctors are sorely needed, too. Already the Office of War Information has reported acute shortages of physicians in twenty states. Women physicians are needed in hospitals, industrial plants, laboratories, and schools. The American Medical Women's Association as early as June, 1940, created a special committee to register women doctors, analyze their qualifications, and put them to use.

Casualty units have been set up locally in many hospitals and other posts, and frequently women doctors are part of these. These units would be in readiness in cases of necessary evacuation of a town to accompany the evacuees, one doctor to every fifteen hundred people. Industrial medicine is a field requiring more woman physicians.

Teaching

There is an urgent need of teachers, especially of technical subjects. The National Education Association reported in December a shortage of fifty to sixty thousand teachers in this current school year. This is a serious situation, since we need far-seeing educators who can keep abreast of the needs of youth if our civilization is not to experience a breakdown. About 8,000 left colleges last year. The nursery school, too, is due for enormous expansion. Day care of children becomes increasingly necessary as industry needs vastly increased numbers of women.

The U. S. Office of Education recently reported that more than 10,000 teachers left their places last summer, and by mid-October more than sixteen hundred had not been replaced. Especially in demand were teachers of medical and engineering subjects, economics, chemistry, and physics. That they are successful in these fields can be seen from the fact that a woman was chosen as the only teacher of spectroscopy in the nation-wide defense training program. Others needed were in the fields of mathematics, home economics, and nursing. On the other hand, there were surpluses of teachers of English, music, history, and social sciences, modern languages, and art. As with other jobs, needs are most acute in home areas, and particular shortages exist in rural sections.

Clerical Work

The need for women in one of the now traditional types of occupations for their sex, clerical work, has mushroomed since the war, though this growth has been concentrated in some places while in others thousands of clerical workers lost jobs as large mail order houses and other businesses were forced to curtail operations.

Of course, all the new war plants must have clerical forces, and women were doing this work in aircraft and many other war factories before they were admitted to the production lines. Thousands of additional clerical workers have been and are needed in government service, and the need for these workers grows increasingly acute. At the end of January the Civil Service Commission had orders for 6,300 stenographers and typists alone, only a handful of whom it could furnish.

With the increase in paper work required of companies making war materials, business machine operators and clerical workers are much in demand

Much of the necessary work in offices today is done by operators of various machines such as the stenotype, dictaphone, calculating, adding, and bookkeeping machines, all of which require some basic skill as well as specific training. Also needed are punch card operators; addressograph operators; blueprint, photostat, tabulating, and card-sorting machine operators. Women filled 70 per cent of the 1942 vacant New York office jobs.

Work in banks is another field into which additional numbers of women now are going. A University of Chicago professor reports that recently while walking through a Chicago bank he noticed a girl standing behind every teller in the cage, learning the teller's duties. No doubt this could be duplicated in most cities. A year ago one downtown Chicago bank reported 55 per cent of its employees were women. Women in banks in 1940 were then about a fourth of the personnel.

As early as the fall of 1941, girls were being employed as messengers in banks, for example in the Boston and Old Colony Trust Company, and also in the U. S. Treasury. Early last year, banks in Newark, New Jersey, began to send women to the clearing house as settling clerks.

Personnel Work

Personnel work is greatly needed in war plants recruiting and organizing large new forces of workers. Women could do interviewing, job evaluation, motion study, route planning, and perhaps in time drafting and designing machines especially for women's operations.

However, according to a woman of outstanding experience along these lines, personnel work to be effective involves many years' training in clerical processes rather than quick progress in social service. Theoretical courses or experimentation in psychology or even in personnel administration are not enough. A practical knowledge of the best personnel principles and some engineering knowledge of the industry are needed as well as tact and understanding in dealing with people.

Home Economists

Open vistas for home economists appear with the nation-wide interest in nutrition. The need to conserve food and to prepare and use it to the best advantage has increased the demand for knowledge of nutritious foods. New foods may have to be developed, their qualities tested, and the consumer taught to stretch the food dollar and to utilize healthful substitutes. The pre-war increases in demands for home economists with adequate training also has been accelerated by the need to conserve and repair clothing, to buy it with a stronger eye to wearing quality, and to learn the value of new substitute materials. Hospital dietitians are much in demand, and home economics training is proving an important asset to the newly-developing hospital aides. The Army commissions dietitians.

Cafeteria services are proving a mushroom growth in expanding war areas, in vastly enlarged war plants, and in communities where more women are going to work and families must "eat out." Similar reasons are causing expansions in lunch rooms of day nurseries and of schools that must shorten curricula and intensify education. Canteen and other mass feeding plans must be a feature, also, in the case of extensive troop movements or in the event evacuations become necessary.

An examination is open at present for federal inspectors for meat and

Home economists are contributing much to the war effort by telling the public how to keep healthy through proper diet. These women study vitamins

food products being prepared in packing houses, canneries, and other food processing plants. They must check grades of food to specifications, check raw material entering into the manufacture, check sanitation in plants. Since last July one hundred or more home economists have taken such jobs and many more are wanted. The work of the federal home demonstration agent is well known in communities all over the country, and wartime planning makes her services more needed than ever.

The home economist has found an expanding field for her services in industry. She has tested foods, carried on research, prepared information, demonstrated food in stores. Some companies have their own experimental kitchens, and research and experimentation in the preparation and use of dehydrated foods is a developing line. A large cereal manufacturer has been said to have some seven hundred at work mapping new ways to serve food more economically.

Social and Welfare Work

The war has brought additional needs for women trained in social work, as well as for their aides and clerical forces. All states and most of the larger cities and counties have public welfare agencies, in addition to the various branches of the federal agencies, such as Social Security and Defense Health and Welfare. Over 60 per cent of the professional welfare workers are women. They must continue the regular public assistance programs, often with a depleted personnel, and must add heavily to their responsibilities to meet increased wartime needs in many communities.

A partial report of the situation last December showed about 1,600 vacancies in such personnel, and a shortage of over 12,000 welfare workers.

Wartime migrations of populations and vastly increased concentrations in certain centers multiply the problems of housing, recreation, child care, and others. All call for community planning and require the assistance of social agencies and their workers. Family strains demanding trained social advice are increased by various war dislocations, such as the departure of men for military duty or jobs in war plants, or the simultaneous entrance of large groups of women into war work, and rationing problems as well. These are added to the usual load of the welfare workers.

Still other new and increased needs during the emergency will continue after the war, such as those for recreation for soldiers and war workers, relief for the handicapped, legal aid, medical social service, psychiatric social work, occupational therapy, aid to travellers at stations, care of the juvenile delinquents, etc. For example, a recent study of New York counties found in thirteen of them an increase of 33 per cent in juvenile delinquency.

Added to the requirements outlined above, there are the services that must be given where evacuations are necessary, as they already have been in cases where the Government has taken over large tracts for camps, training fields, and other purposes; nor do the above services cover need for social workers in the plans for civilian emergency protection under the Office of Civilian Defense. The latter requires large numbers, for example, to handle information centers, registration centers to bring together dislocated families, rehousing, distribution of emergency clothing or financial aid, mass feeding, special services for children, and so forth.

The Federal Civil Services

Employment of women in the Federal Government, as elsewhere is increasing in proportion as more and more men are called to the colors. Last June about 558,000 federal employees were women, practically a fourth of the total.

The chief war agencies account for the vast majority of all federal civilian workers, two-thirds of them being in the War and Navy Departments, where they have increased 147 per cent in the year ending November, 1942. In the year beginning July 1, 1942, according to Civil Service Commissioner Fleming, 600,000 more federal civilian workers would be needed—360,000 in the War Department, 180,000 in the Navy, and the smaller number of 60,000 for a variety of other war agencies. Many of these must be women—some 150,000 if the number continues a fourth of the whole, and this proportion is quite likely to have increased.

Only a tenth of all these executive employees are in Washington. The largest numbers of women in the field services are in civilian posts in the War Department. Most of them are industrial workers in government arsenals and the like; others are at air fields, in camps and veterans' hospitals, or are federal inspection officers in private plants providing supplies under Army and Navy contracts. In Army camps, women are nurses, welfare workers, technicians, librarians, hostesses, laundry operators, dental hygienists, dietitians. Other large groups of women are employees of the Post Office, Agriculture, and Treasury Departments, and of the Selective Service System.

Women are doing almost as great a variety of jobs for the Federal Government as for private employers, ranging from the most highly technical work to work requiring but little training. For instance, they are charwomen, elevator operators, punch card operators, economists, draftsmen, and stenographers. The demand for stenographers, typists, and operators of a variety of office machines runs at all times far ahead of the supply.

Meteorology work is a new occupation for women. Women are now being employed by our Government on a civil service basis to fill this type of job

The WAAC and WAVES are no longer an experiment. They have proved worthy and are filling many non-combat jobs in this country—the WAAC also overseas

Chapter VI

WOMEN IN MILITARY AND CLOSELY ALLIED SERVICES

IN WORLD WAR I, some three hundred women were enrolled in the Marine Corps, under authorization from the Secretary of the Navy, for clerical duties, and many women served as Navy yeomanettes. Today women are in all services the Army, Navy, Marines, and Coast Guard.

Under the War Department

In May, 1942, the Women's Army Auxiliary Corps was created. Its staff does clerical work, telephone operating, cooking, assists pharmacists in the post exchange, drives autos, repairs motors, and aids in the aircraft warning services. Before the end of the year, the WAAC was in London, and in January, 1943, only eight months after its creation, served in Africa on General Eisenhower's staff as stenographers, clerks, typists, bi-lingual telephone operators, drivers of staff cars and light trucks. The WAAC has set a recruiting goal of 115,000 during 1943. So satisfactory is the work of the WAAC that it is planned to increase it to 375,000, and the demand may later run to double that figure.

The quartermaster corps of the Army now commissions dietitians.

Under Army jurisdiction also are the Women in Radio and Electrical Services (WIRES) of the Signal Corps.

Women in the Women's Auxiliary Ferry Squadron (WAFS) have civilian and not military status. To be accepted, they must have commercial flying licenses with at least thirty-five flying hours.

In the Navy

In July the Women's Reserve as a branch of the Naval Reserve—the Women Appointed for Volunteer Emergency Service (WAVES) became a reality. These women can serve only on shore duty within the United States. They act in various capacities often requiring considerable training. For example, at the National Naval Medical Center in Bethesda, Maryland, one is a medical illustrator, one a medical technician. WAVES also make maps, code and decode messages, and do other expert jobs.

Last October the ranks of the Coast Guard were opened to women. They were named SPARS, using the Coast Guard motto, Semper Paratus Auxiliary Reserves. Early in February twenty-one officers were commissioned at New London, Connecticut. It is planned during 1943 to recruit and train up to 4,200 to serve only in the United States on shore duty as stenographers, radio experts, photographers, pharmacists' mates, and for work in the commissaries.

The latest branch of the service to use women is the Marine Corps, which created a women's reserve in February. The members go simply under the name of "Marines," and requirements and training centers are the same as for the WAVES. They are to be assigned to naval posts and centers to release men for sea duty, and like the WAVES and SPARS, can serve only on shore within the continental United States.

As Army and Navy Nurses

So long established and of such accepted importance are the nursing services of the Army and Navy, that they are in danger of being taken too much for granted when more novel services are publicized. Yet today they are being called for in numbers far above the supply. As a qualification for entering these services, a woman must be a trained and registered nurse. She, therefore, has a high professional standing. Nurses in either branch of the service rank as officers. Unlike the WAVES, Navy as well as Army nurses may be sent overseas, and may serve on hospital ships.

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IN WAR—AND IN PEACE

Guardians of the health of our population are unsung heroes. They work to prevent disease, stamp out unhealthful conditions, and teach people good living habits. Through their efforts epidemics are controlled and prevented.

Today the load of these workers is extra-heavy, for many nurses and privately-practicing doctors have entered the armed services. Also, congestion of population in areas where war plants need many workers has increased health hazards.

Medical workers with specialized training, doing specialized work, the public health workers are the backbone of our country's health program. Their work, their training, their salaries, and working conditions are comprehensively discussed in

CAREERS IN PUBLIC HEALTH

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WAVE

Look Inside
for answers to
your questions

UNITED STATES EMPLOYMENT SERVICE
of the
WAR MANPOWER COMMISSION

America at war needs women at work

In 1943 America will have to produce more war materials than any country has ever been called upon to produce in the history of the world.

To win the war, we must meet these tremendous production quotas, we must release able-bodied men for fighting and for heavy industrial jobs. This cannot be done unless nearly 18,000,000 women are backing them up in war plants and in every sort of civilian job. This means about 2,000,000 *more* women working than worked in 1942. Every skill must be put to patriotic use immediately to help save *lives.*

This does not mean that every city in the United States needs women aircraft workers or machinists or welders or taxi drivers . . . manpower shortages are confined to the industrial centers and many farms at present. BUT in almost every community in the land, women will be needed for necessary community services—paid and unpaid.

American women stand on the threshold of complete war participation, prepared to do *two* war jobs—running their homes, and taking on the job a man had to leave behind.

If you live on a farm, STAY THERE . . . the war crops must keep coming! If you live in a town or a city, look for *your* kind of war job in the following pages.

The more women at work—the sooner we'll win the war!

All these are war jobs!

1. War Production Work:

These war jobs are for women, 18 years old or more, and preferably having no children under 14 years of age.

2. Other Essential Production Work:

Such as agricultural production, packing and canning food, making clothes, uniforms, hospital supplies. Such jobs, and many others, exist in thousands of communities.

3. Necessary Civilian Service Work:

Such as driving street cars, buses, taxis; telephone operating; working in grocery and other necessary stores, hospitals, laundries, hotels, restaurants, banks—in fact, doing any job which will let a man fight or go into heavier industrial work.

4. Government:

Typists, stenographers, file clerks, supervisors in Federal, State, and local government agencies.

5. The Professions:

Nurses, teachers, social workers, laboratory assistants, scientists, engineers.

6. Community Work:

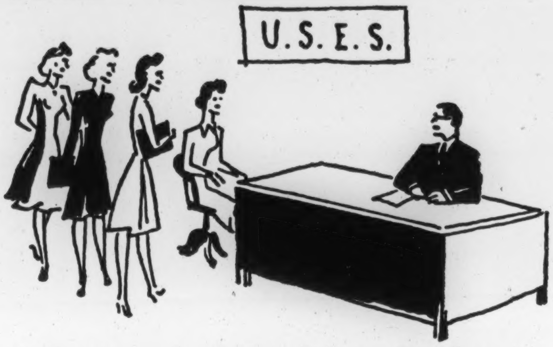
These jobs are sometimes open to those whose family responsibilities will permit them to take only part-time work; work in child care centers, hospitals and clinics, and recreation centers.

The most valuable and cooperative thing you could do would be to take *whatever* job was open in your own community. If no jobs at all are open at the moment, register anyway at the United States Employment Service office, and take a volunteer job while you wait.

7. Military Service:

WAACS, WIRES, WAVES, MARINES, SPARS, WAFS.

How to get a war production job



Go to your local United States Employment Service office. Tell them what you can do. They will tell you what jobs are open locally, tell you about training for a job, or suggest the place to go for more information.

War Industries.—There may not always be a war factory job ready just when you want it. If, when you apply at the United States Employment Service office, they have all the workers they need for that month—or for 2 or 3 months—spend the time you wait in TRAINING for a war job.

If there are unlikely to be any openings at all in war plants, *don't* move to another town where workers are needed without first consulting the United States Employment Service office.

Consider taking training

If there are no jobs ready to be filled immediately, prepare yourself for the time when you will be needed.

Inquire at Your United States Employment Service Office About Free Training Courses Given in Local Public Vocational Schools and Engineering Science and Management War Training Courses Given in Other Schools and Colleges.

Many industries train workers on the job . . . BUT the candidate WITH the skills to offer is one step ahead of the novice.

Necessary civilian services

Will Need "2 out of 3"

Paul V. McNutt, Chairman of the War Manpower Commission, has stated that "2 out of every 3 of our 18,000,000 women workers will be in necessary *civilian* jobs."

Our communities must *not* be completely upset; business *must* proceed as normally as possible under wartime conditions. For this reason, it is absolutely necessary that women replace men wherever possible in these war jobs.

Women Can Do These Jobs:

Find out local needs from the United States Employment Service office. Full time workers are preferred, but in some cases part-time work will be considered.

1. Transportation:

Railroad.—Passenger and freight traffic agents, ticket agents, station agents, timekeepers, accountants, cashiers, cleaning, and repair crews.

Airways.—Stewardesses, ticket agents, secretaries, clerks, public information officials, and meteorologists.

Motor Highways.—Drivers of trucks and buses, gas station attendants, repair crews. (For example, women have been used in conveying jeeps and ambulances from factories to embarkation points.)

2. Sales, Clerical, Stenographic:

In department stores, grocery stores, drug stores. Utility companies and war plants need large office staffs in addition to machine shop workers. Jobs may be open, too, for elevator operators, messengers, file clerks.

3. Other Vital Civilian Services:

People must be housed, fed, clothed. Their clothes must be laundered and dry cleaned. Mail must be circulated and property protected.

Calling for . . . 76,000 graduate nurses, 65,000 new student nurses, 75,000 teachers

We can't fight a war without nurses—both at home and overseas.

We can't train children for a *peaceful,* better world without teachers.

These are two of the most important war jobs there are! Any woman who has ever been a nurse or a teacher should consider it her duty to report immediately for work.

Nurses should ask at the local hospital or write to the State or Local Council for War Service or the National Nursing Council for War Service, 1790 Broadway, New York City.

Teachers should ask their local Superintendents of Schools where they can best fit in or write to the State Department of Education.

Help is needed . . . child care, social work, recreation

Child Care.—There's a tremendous need for trained workers in the cities where there are war factories, and where the children of working mothers must be fed and cared for.

If there is no community day-care committee of your Defense Council in your community which is providing for the care of small children and for the supervision of older children after school hours, consult your local welfare agencies or schools, to see if you can help in planning and providing ways and means to take care of the situation.

Social Work.—War brings many social problems to almost every community—especially those where there are overcrowded conditions.

Women who have had experience or training in this field should go to their local Welfare Boards for information.

The Red Cross is recruiting personnel for service with the task forces; in military hospitals as well as in the Home Service.

Recreation: Activities including entertaining, dramatics, music, crafts are being set up by the Red Cross, the U. S. O., the Y. W. C. A., and Y. M. C. A.—in industrial plants, hospitals, and for service to the Army and Navy overseas.

Librarians, camp hostesses, directors of Service Clubs are wanted by the Army to serve staff hospitals and leave areas overseas.

Ask at local Y. W. C. A., Red Cross, and U. S. O.

These are some of the present shortages which women must wipe out

Teachers	**75,000**
Graduate Nurses	**76,000**
New Student Nurses	**65,000**
Transportation	**180,000**

Some skills and experiences especially useful now

Accounting and Bookkeeping.
Aeronautics.
Agriculture: Dairy, poultry, truck.
Arithmetic and Mathematics.*
Administration.
Arts and crafts; drafting; map making.
Clerical: Typing, stenography, filing.
Coding and decoding.
Economics.*
Food processing: Dried fruits and vegetables, mill products.
History,* political science.*
Home economics: Food, institutional management, textiles.
Library work.
Mechanical: For workshop and repair crews.
Medical*; dental*; nursing; pharmaceutical.
Occupational therapy.
Personnel work.
Physical education.
Printing.
Psychology; psychiatry.
Sciences (physics, chemistry, engineering).*
Sewing; crocheting; knitting.
Social work; child specialists; recreation.
Statistics.*
Teaching (especially nursery schools, mathematics, and science).
Telephone, telegraph, teletype.

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*If you have any training or experience in the subjects starred, write to the National Roster, Washington, D. C., for questionnaire and check list in your field of specialization.

Many opportunities in Government jobs

In local offices of Federal agencies; in State, County, and Municipal Government.

The immediate demand is for typists, stenographers, supervisors.

Information may be obtained through your local United States Employment Service office.

Don't forget the volunteer services *

Office of Civilian Defense.—The Citizens' Defense Corps requires volunteer drivers, messengers, air-raid wardens, aircraft spotters, canteen and housing service workers, as well as physicians, nurses, and other trained personnel as teachers.

The Citizens Service Corps (O. C. D.) needs volunteers to sell war stamps and bonds, conduct salvage campaigns, help with child care, hospital services, nutrition services, and many other community activities.

Red Cross.—Nurses' Aides are desperately needed for hospital duty. Every woman who does this work is giving her country and her community outstanding service.

Eighty hours of training are required. Must serve at least 150 hours a year. Nurses' Aides are needed in Army and civilian hospitals. They are not sent out of town.

Volunteers are needed for motor transport, hospital and recreation (Gray Ladies), home services, and staff assistance.

U. S. O. volunteers help to entertain men in the armed services, organize activities for women war workers, etc. Apply at your local U. S. O. headquarters.

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*Note.—Not all of the above-mentioned *relief* services are represented in every city.

How to enlist in the armed forces

(United States Citizens Only)

U. S. Army

WAAC

Qualifications: Age, 18 to 44; height, 5 to 6 feet; weight, 100 pounds or over; married or unmarried; no children under 14. Must pass intelligence and physical tests and be willing to go wherever the Army goes.

Ask at any post office or Army headquarters for address of nearest WAAC recruiting center.

U. S. Signal Corps

WIRES (WAAC Reserve)

Qualifications: Same as for WAAC, plus special tests and examinations.

U. S. Navy

WAVES, SPARS, MARINE Reserve

Qualifications: *Enlisted* WAVES and SPARS: High school or business school diploma, or business school courses supplemented by experience equal to a high-school education. Age, 20 to 36 years.

Officers must be college or university graduates, or have had 2 years' administrative or technical experience in business or professional fields in addition to 2 years' college. Age, 20 to 50 years.

Must pass physical and aptitude tests. No children under 18 years of age.

Apply in writing, stating all qualifications, to the Director of the Office of Naval Procurement nearest you. Ask your post office for address.

Aviation

WAFS (Auxiliary Unit for Patrol and Transport Flying)

Qualifications: Age, 21 to 35; high-school education, *commercial pilot's license*, 200-horsepower rating, at least 500 hours of logged and certified time and cross-country flying experience.

Apply in writing to Second Ferrying Group, Ferrying Division, Air Transport Command, Newcastle Army Air Base, Wilmington, Del.

The More Women at Work
The Sooner We'll Win The War!

U. S. GOVERNMENT PRINTING OFFICE 16—33757-1

UNCLE SAM NEEDS WOMANPOWER

TWO MILLION women, at least, are vitally needed to fill part-time and full-time paid jobs in necessary civilian industries.

All manner of jobs await women who want to do something important for the war effort . . . in hotels, on railroads, in telephone and telegraph companies, and in other war-useful jobs.

What some of those jobs are and where you can apply for them are described in this leaflet. Familiarize yourself with these job opportunities . . . apply for one at once. Pass the word along—to friends, to relatives, to neighbors who want to contribute to the war effort. Uncle Sam Needs Women — over 2 million of them—right now!

THIS BOOKLET IS PREPARED AND DISTRIBUTED BY THE AMERICAN HOTEL ASSOCIATION in cooperation with the New York, New Haven and Hartford R. R., the Pennsylvania R. R., the New York Telephone Company, and the Western Union Telegraph Company.

Enlist for Paid Jobs in Hotel Work... Vital to Our War Front and Our Home Front

THE HOTELS OF AMERICA are an important factor on the Battle Front and on the Home Front.

Hotels are accommodating hundreds of thousands of officers and servicemen in the armed forces; hotels are serving important government and business executives who are traveling around the country on important war missions; hotels are helping to feed and house vital war workers in our production centers.

Hotel jobs are vital jobs—vital to our civilian economy, vital to our war effort.

Hotel work is interesting and attractive. It offers steady, dependable work with many opportunities for rapid advancement.

WELL-PAYING JOBS FOR WOMEN IN HOTEL WORK

ELEVATOR OPERATORS . . . Pay: attractive. Uniforms: provided and laundered by the hotel. Hours: usually 8 hours, six days a week. Relief periods for 20 or 30 minutes every two or three hours. Work is light, easy to learn. Shifts: Women can pick their time—early morning shift, afternoon and early evening shifts; and night and early morning. Experience needed: None. Hotel trains. OPPORTUNITIES: Elevator girls can become assistant starters or starters—jobs which pay more money and carry more responsibility.

WAITRESSES . . . Uniforms are provided and laundered by the hotel. Light trays are carried. Base pay is small, but tips provide good weekly earnings. Hours: Usually 48, 8 hours, six days a week. Shifts: early morning to mid-afternoon; and mid-afternoon to mid-evening. Meals are usually provided by hotel during period worked. OPPORTUNITIES: Coffee Shop and Restaurant hostesses, which pay more money, give girls more responsibility, closer contact with public. Experience needed: None. Hotel will train.

FOOD CARRIERS . . . Attractive uniforms, provided and laundered by hotel. Light trays to carry. Full-time or part-time. Many women, married or with other obligations, work a few hours each day. Hours usually coincide with mealtime. Experience needed: None. Hotel will train. Pay: Varies according to locality.

FRONT OFFICE STAFF... ROOM CLERKS—one of the most important jobs in the hotel; needs plenty of tact and presence. RESERVATION CLERKS: Handle, acknowledge reservations, take care of special requests. GUEST HISTORY CLERKS: Keep case history of each guest—room occupied, where guest is from, etc. TYPISTS, OFFICE CLERKS, SECRETARIES, ETC. Hours: early morning to mid-afternoon; or mid-afternoon to mid-evening. Uniforms: when required, provided and laundered by hotel. OPPORTUNITIES: Jobs like these can lead to managerial and executive posts. Pay: Good. Experience needed: Typing or stenography.

CASHIERS . . . Uniforms provided and laundered by hotel. Either in food department; or rooms. Pay: Good. OPPORTUNITIES: advancement to accounting clerks; managers; auditors; etc. Hours: 48 hours; Shifts: Early morning to mid-afternoon; mid-afternoon to mid-evening. Experience needed: character and honesty chief requirement. Hotel will train.

CHAMBERMAIDS . . . Uniforms provided and laundered by hotel. Hours: 48 hours; day and night shifts. Work is not heavy. Girls not rushed in their work. OPPORTUNITIES: charge of floor; assistant and head housekeeper posts—important jobs which pay well. Experience needed: None; hotel will train.

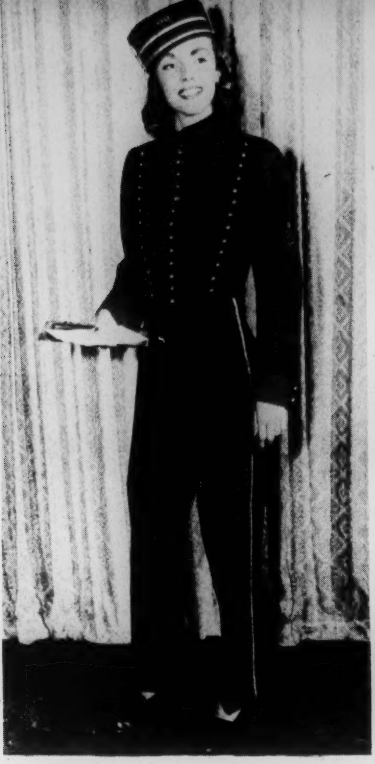
BELL-GIRLS . . . Replacing bell-boys. Uniforms provided and laundered by hotel. Generous tips bring earnings up to good level. Only light luggage carried. Hours: 45 up to 48 per week. OPPORTUNITIES: Bell-girls can be advanced to Bell-captains, where responsibility and salary are greater. Experience needed: None; hotel will train.

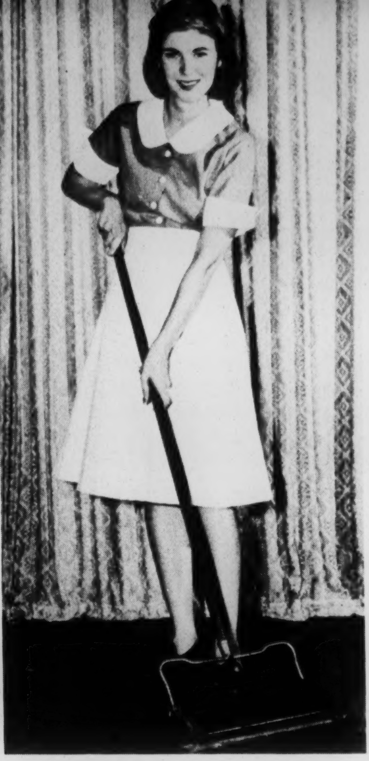
KITCHEN . . . Job opportunities for general kitchen help; chefs; pastry chefs, etc. Hours: around mealtime. Experience needed: courses in Home Economics and restaurant or hotel experience valuable. Pay: Good.

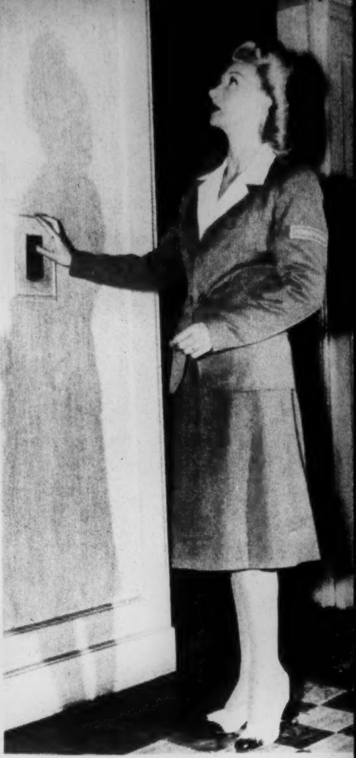
APPLY AT EMPLOYMENT OFFICE OF
YOUR LOCAL HOTELS
—OR LOCAL OFFICE OF THE
U. S. EMPLOYMENT SERVICE

★ ★ ★

Jobs for *Every* Taste and Interest . . . Jobs for *All* Ages . . . Part-Time or Full-Time Jobs for Everybody







BELL-GIRL . . . uniform courtesy Fifth Avenue Hotel, New York

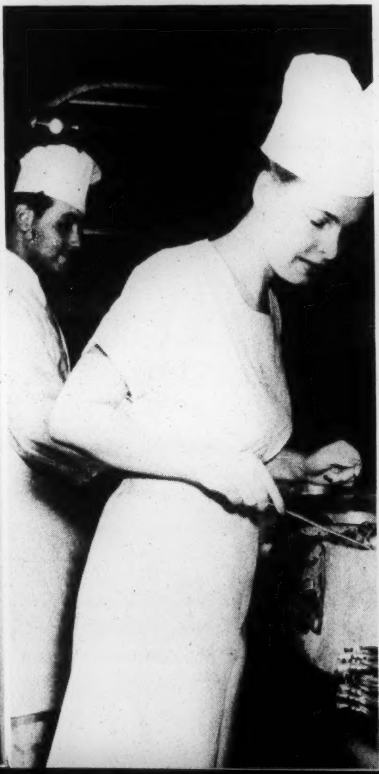
CHAMBERMAID . . . uniform courtesy New Yorker Hotel, New York

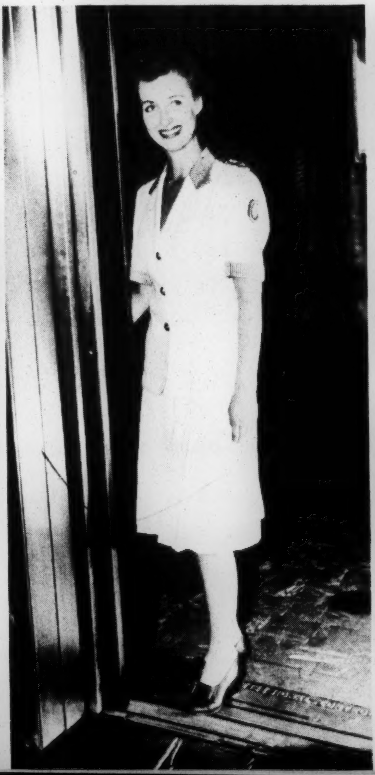
ELEVATOR STARTER uniform courtesy Pennsylvania Hotel, N. Y.

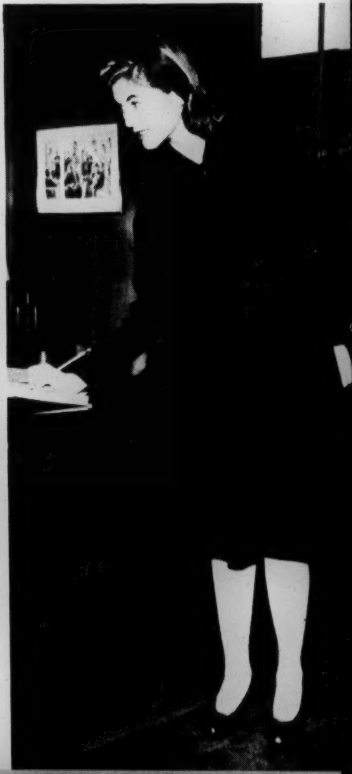
CHEF . . . uniform courtesy Commodore Hotel, New York

ELEVATOR OPERATOR . . . uniform courtesy Ritz Carlton Hotel, N. Y.

HOTEL SECRETARY . . . business dress; dress courtesy R. H. Macy & Company, New York







TRAINMEN . . . uniform courtesy Pennsylvania Railroad

DINING CAR HOSTESS . . . uniform courtesy New York, New Haven & Hartford Railroad

OFFICE WORKER . . . busine
courtesy John Wanamake

Railroading IS a Fighting

Opportunities for Women

RAILROADING CAN—and is—becoming a woman's business! Women are in the yards and roundhouses, working as mechanics, armature winders, tractor and crane operators. But there are other jobs in railroading open to women—not too strenuous, but every bit as important to the war effort.

If you want to do something in this war . . . if you want to feel that you're making your contribution, then join up for railroading—now. Below are listed some of the jobs that the railroads need filled. Play your part in helping our country move vital troops and supplies to the war fronts—via rails.

WELL-PAYING JOBS FOR WOMEN IN RAILROADING

TRAINMEN . . . Collect fares, open and close doors, signal train to start, announce trains and stations. Hours: 8 hours a day, varying on type and distance of run. OPPORTUNITIES: Advancement to rear brakeman, or conductor. Pay: Good. Uniform: half paid by company and half paid by employee. Experience needed: None. Railroad will train.

DINING CAR ATTENDANTS . . . HOSTESSES: Responsible for entire operation of car, preparation of food, stocking food, etc. Pay: Good. Hours: Average 7½ hours day, 6 days week. All meals, while on duty, provided by road . . . WAITRESS-ATTENDANTS: Serve meals, responsible to hostesses. Pay: Good. Tips, generous. Hours: Same as

iness dress; dress
ker, New York

DINING CAR WAITRESS-ATTENDANT . . . uniform courtesy New York, New Haven & Hartford Railroad

OFFICE WORKER . . . business dress; dress courtesy Bloomingdale's, New York

Business...Splendid Job
in this Vital Industry...

hostesses. CASHIERS: Handle all cash. Pay: Good. Opportunities: Counter Girls or Cashiers are advanced to waitress-attendants and finally to hostesses. Uniforms: Cashiers and Counter Girls are provided with Hoover uniforms free but do own laundry. Experience needed: None. Railroad will train.

OFFICE JOBS . . . Clerks, stenographers, telephone operators, telegraphers, secretaries. Pay: Good. Hours: Regular business hours. Dress: business dress. Opportunities: managerial and executive posts. Experience needed: Usual.

TICKET SELLERS . . . Handle cash sales on tickets at stations. Pay: Good. Hours: 8 hours, 6 days a week or less. Dress: Usual business dress. Opportunities: On priority basis. Experience needed: None.

YARD & ROUNDHOUSE WORK . . . Cleaners for locomotives, coaches, stations; freight handlers; laborers; mechanics; etc. Beginning pay: Same as man's for same work. Hours: 44 to 48. Opportunities: Good—advance to more skilled work. Dress: Heavy work clothes. Experience needed: None.

Apply at:

EMPLOYMENT OFFICES OF:
PENNSYLVANIA RAILROAD
NEW YORK, NEW HAVEN
& HARTFORD RAILROAD
THE NEW YORK CENTRAL SYSTEM
AND OTHER RAILROAD OFFICES
THROUGHOUT THE COUNTRY
—OR NEAREST OFFICE
RAILROAD RETIREMENT BOARD
EMPLOYMENT OFFICE

Jobs for *every* taste and interest . . . Jobs for *all* ages . . . part-time or full-time jobs for everybody.

TELEPHONE OPERATOR . . . uniform courtesy N. Y. Telephone Company

OPERATOR ATTENDANT . . . uniform courtesy N. Y. Telephone Company

OFFICE WORKER . . . business dress; dress courtesy B. Altman & Company, New York

War Messages Must Get Through—

and Women Can Play An Important Role in Getting Them Through!

THE TELEPHONE is important in getting vital war messages through—vital Army and Navy communications; vital calls to war plants and government offices; essential civilian calls; calls by servicemen to their families, and family calls to servicemen at the camps.

Women have long been an important factor in keeping our telephone communications open, and women are even more important today in this vital work.

WELL-PAYING JOBS FOR WOMEN IN THE TELEPHONE COMPANY

TELEPHONE OPERATORS . . . Hours: 40 hours, 5 days. Shifts: Vary around the clock. Dress: Business dress. Pay: Good. Experience needed: None. Company will train. Opportunities: Junior Supervisor, Assistant Evening Chief Operator, Evening Chief Operator, Chief Operator.

OPERATOR ATTENDANTS . . . To help strangers in cities, and servicemen at Army and Navy training centers to make calls look up numbers, quote rates, make change, etc. Hours: 8 hours, five days a week. Shifts: According to demands of location. Uniform provided by Company. Pay: Good. Experience: 5 years switchboard experience in company's office.

***APPLY AT*—EMPLOYMENT OFFICE, YOUR**
LOCAL TELEPHONE COMPANY
—OR LOCAL OFFICE OF THE
U. S. EMPLOYMENT SERVICE

MESSENGER . . . uniform courtesy Western Union Telegraph Company

OFFICE WORKER . . . business dress; dress courtesy Abraham & Straus, Brooklyn, N. Y.

AUTOMATIC AND TELEPRINTER OPERATORS . . . photo courtesy Western Union Telegraph Company

More Women Are Needed to Help Speed Vital Telegraph Messages . . .

IMPORTANT MILITARY and war business messages must go swift and direct to their destination—via telegraph.

Women are more and more needed in this vital work as operators, routing aides, messengers. Training in this vital industry will be invaluable for any kind of future business experience.

WELL-PAYING JOBS FOR WOMEN IN TELEGRAPH WORK

AUTOMATIC AND TELEPRINTER OPERATORS . . . Send and receive telegrams over telegraph instruments. Opportunities: Good. Hours: Vary around the clock; higher pay for evening and night work. Ages: 17 and up. Experience needed: None. Company trains, and you are paid while training.

TELEPHONE OPERATORS . . . Accept and deliver telegrams over the phone. Opportunities: Good. Hours: vary around the clock; higher pay for evening and night work. Ages: 17 to 50. Experience needed: Knowledge of typing. Company trains, and you are paid while training.

ROUTING AIDES . . . Distribute telegrams to various telegraph operating positions; walk, or use roller skates on these jobs. Ages: 16 to 70. Hours: vary around the clock; higher pay for evening and night work. Opportunities: Good. Experience needed: None.

MESSENGERS . . . Pick up and deliver telegrams. Opportunities: Good. Hours: Full-time and part-time work between 8 A.M. and 6 P.M. Hours arranged to suit household schedules. Experience needed: None.

***APPLY AT:* EMPLOYMENT OFFICE**
WESTERN UNION TELEGRAPH COMPANY
IN YOUR CITY
—OR LOCAL OFFICE OF THE
U. S. EMPLOYMENT SERVICE

Jobs for every taste and interest . . . Jobs for *all* ages . . .
Part-time or full-time jobs for everybody.

COMMUNICATIONS

- Telegraph Messenger
- Telegraph Operator
- Telephone Operator
- Teletype Operator
- Radio Technician

TRANSPORTATION

- Ticket Taker
- Baggage Clerk
- Information Clerk
- Bus Driver
- Truck Driver
- Taxi Driver
- Commercial Airport Mechanic
- Plane Dispatcher
- Stewardess
- Conductor (railroad, trolley, bus)
- Motorman on trolley
- Oiler
- Engine Wiper
- Railroad Track Walker
- Section Hand
- Filling Station Attendant
- Garage Mechanic

AGRICULTURE

- Canning Plant Worker
- Dairy Worker (bottler, washer, laboratory worker)
- Fruit Picker
- Poultry Farm Worker
- Truck Farm
- Lumber Worker
- Meat Packing Plant Worker

ORGANIZED CHILD CARE, HEALTH AND WELFARE PROGRAM FOR WAR WORKERS

- Managers
- Clerks
- Maids
- Teachers
- Laundresses
- Cooks
- Nurses
- Recreation Leaders
- Psychologists
- Social Workers
- Mother's Helpers

COMMUNITY AND PERSONAL SERVICE FOR WAR WORKERS

- Shopping
- House-cleaning
- Washing
- Cooking
- Foster-care of young children
- After-school supervision of older children on a regular schedule
- Receptionist
- Clerk
- Research Worker
- Inspector in housing and information centers for war workers

EDUCATION

- Librarian
- Playground Supervisor
- Teacher
- School Clerk
- Stenographer

MEDICAL CARE

- Dietitian
- Dental Hygienist
- Nurse (public health, hospital, industrial)
- Physiotherapist
- Clinic Attendant
- Receptionist, Assistant in Doctor's and Dentist's Office
- Medical Social Worker
- Hospital Attendant
- Laboratory Technician

NEWSPAPERS AND PRINTING

- Journalist (editor or reporter)
- Linotype Operator
- News Photographer
- Proof Reader

RETAIL TRADE

- Baker
- Butcher
- Department Store Clerk
- Buyer
- Drugstore Clerk
- Grocery Store Women (Clerk, Cashier, or Delivery)
- Stock Girl
- Wrapper

RESTAURANTS, CAFETERIAS, HOTELS, BOARDING HOUSES

- Housekeeper
- Floor Supervisor
- Kitchen Supervisor
- Service Superintendent
- Linen Room Supervisor
- Steward (house, floor, kitchen, pantry, silver)
- Dietitian
- Food Buyer
- Chambermaid
- Dishwasher
- Elevator Operator
- Cook
- Waitress
- Switchboard Operator
- Room Clerk
- Boarding House Manager
- Cleaner
- Cafeteria Counter Attendant

LAUNDRY AND DRY CLEANING

- Spotter
- Dyer
- Checker
- Sorter
- Marker
- Hand Presser
- Machine Presser
- Inspector
- Hand Laundress
- Delivery

TECHNICAL WORK

- Chemist
- Engineer
- Industrial Nutritionist
- Map Maker

"WHITE COLLAR" WORK

- Bank Clerk and Teller
- Stenographer
- Typist (especially in industrial plants, government offices, and public utilities)
- Cashier
- Bookkeeper
- File Clerk

SERVICE TRADES

- Tailors
- Seamstresses
- Clothes Repair Services
- Plumbers
- Carpenters
- Electricians for repair and maintenance of household appliances and furnishings
- Household Worker
- Typewriter Repair

AMERICA NEEDS WOMEN . . .

More women are needed to take war-useful jobs in many communities throughout the country as more and more men are being called into the armed forces and into war plants.

I urge women to be prepared to answer the call for workers when it is issued in your local newspapers and over your local radio stations by the United States Employment Service in your cities.

Taking a job in a necessary civilian industry is a direct opportunity to contribute to the war effort. Your work can be and is as important to victory as that of the men behind the guns and the men and women on the production line.

PAUL V. McNUTT, Director
War Manpower Commission

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YOU ARE ESSENTIAL

by A. C. CROFT

Rec'd July, 1943

★ ★ ★ ★ ★ ★

A. C. Croft
Nat'l Foremens Institute

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YOU ARE ESSENTIAL

How would you like to fight a war with typewriters, pencils, and salesbooks?

Ridiculous! you say, what good would they be against dive bombers, tanks, and submarines? And the answer must be, not very good at all.

But ask yourself how valuable is iron ore, and coal, and oil lying in the ground, and ten million men in different places to a nation at war? Then you will realize that until typewriters, pencils, and salesbooks bring all these and many more things together, mix them in the right quantities, and get them to the right places, there will be no planes or guns or ships at all.

Let someone try to fight a war without typewriters, pencils, and salesbooks and you can be sure they wouldn't last very long. This war we're in is a total war. Directly as a soldier, or indirectly as someone working behind the lines, **everybody plays a part in our country's war effort.** A total war means that your firm, because it is still in business, is making some necessary contribution. This may be easy to see, as for example in a shipyard, or it may take a little time to trace. But you can be sure it's true.

Suppose your firm is in the tobacco

business. Do you think our soldiers would be in as good spirits if they couldn't get cigarettes? You know they wouldn't; many of them would prefer to go without as much food. And how about the morale of a steelworker, whose job it is to turn out the metal for the guns. Don't you suppose he'd grumble if he had to give up his pipe?

Suppose you're in a department store. Surely that's a long way from the jungle islands in the Pacific where our soldiers are meeting the Japs. But don't think there isn't a connection. Look at the customers. They're mothers and sisters of soldiers, wives of the workers in the war plants. If there wasn't a store where they could come to buy dishes, and yard goods, and hats, and even jewelry, don't you think there would be less work done in the war plants, that there would be less cheerful letters written soldiers across the sea? You know there would be, and you know it would hurt our war effort.

And suppose it's the office of an insurance company. At first glance that seems as far away from the war as it is possible to get. But remember this is a total war that it's impossible to get away from. You know what a panic there would be if insurance companies went out of business; if people were no longer able to buy a policy protecting them against fire, theft, or accidents, or providing for their family when they die. You can be certain that insurance companies make their substantial contribution to national morale and our ability to fight the war through to victory.

Just as every firm fits somewhere into the total war effort, so every employee in wartime is now working, not for herself or himself alone, but for our country. You've heard a lot of talk about "essential employees" but don't for one minute think that somebody else is meant. YOU ARE AN ESSENTIAL EMPLOYEE BECAUSE YOU'RE DOING A JOB THAT HAS TO BE DONE. Ask yourself this question: If I leave my desk or my counter or whatever my workplace may be, will someone else have to take my place if I don't come back?

If the answer to that question is "Yes," you can be certain that you are doing a job which is necessary in wartime, and the better you do it the bigger contribution you are making toward winning the war.

Don't ever lose sight of the fact that although a desk in your office is a long distance from a foxhole in North Africa, **a direct connection exists between them.** It takes as much paper as metal to build a warplane, and for every rat-tat of a rivet gun, a typewriter has been pounded somewhere in the background.

It isn't that paper is being substituted for aluminum or steel or that a typist is providing sound effects in a tank arsenal. It simply means that war production is a long assembly line that begins with plans, contracts, letters, requisitions, invoices, and files and ends *only when our Army marches into Berlin and Tokyo.*

In this assembly line, paper work comes first and so much of it is required that one aircraft company making a big

four-motored bomber says its plane could not get off the ground if it was loaded with all the letterheads, forms, records, order sheets, carbons and other papers which had to be handled before it was built.

The girl who welds the metal or rivets the parts together is as valuable as the man who flies the plane. That has been hammered home to us by every known publicity device. And it's true. The girl on the production line is doing vital work. She's indispensable to the nation.

But there's another girl who is doing equally vital work and getting less credit. That's the girl who types the letters, who runs the switchboard, who records the contracts, and files the requisitions. Without her, the girl on the machine would not have plans to work from, would not receive her paycheck. Our defense effort could never have been started at all, much less have gone on successfully as it has, without her.

Although most people may not be sharp enough to see it, **the girl behind the typewriter** is contributing to the war effort just as much as the girl behind the rivet gun or the welding torch. She has a rightful place as a vital war worker. She is essential, even though the girl on the assembly line has taken the spotlight away from her.

"For every workman on the production line," says the Douglas Aircraft Company, "there's a corresponding toiler who works just as hard and long with his head." The office girl works with her

head as well as hands. Her work takes manual skill; it takes intelligence; it takes accuracy, even though it may not now get the recognition it received in the past.

Before the war, the American business and professional girl was in a favored class. Better educated, better paid, better dressed than her sister in the factory, she provided the business world with whatever glamor it possessed. Socially and economically, she was better off than the factory girl, and she knew it. She worked in a better environment; had a steadier position; did more intellectual work.

Now, however, the emphasis has shifted. The factory girl is publicized and photographed. Stories of fabulous salaries—very few of them true—make the business girl wonder if she isn't a sucker for continuing with a paycheck only a little larger, or perhaps no larger, than she received before the war.

Formerly it used to be considered a promotion when a worker from the factory was taken into the office. Now people are not so sure. However, there's another angle to it. In some cases, factory foremen are receiving less than the operators who work under them, because the foremen work on straight salary and the operators pile up the overtime, but who can doubt the foreman's job is a better one?

Office salaries may not go up so fast as wages, but they are steadier, and when they do go up they're more likely to stay

there. A swollen paycheck over a few months, does not compensate for lay-offs later on. Who earns most over a long period, the worker who continues steadily at a moderate salary, or the one who works off and on at a high one? When peacetime comes, the salaried worker will have her real skills intact, and will be in line for better, higher-paying jobs in the expanding postwar economy.

That, however, is only by the way. Selfish considerations should not play a part in this war. Everyone should do the work they are best fitted for, regardless of how much or how little it pays. Everyone must contribute to the war effort if they are to pull their weight and have a right to their rations.

On this score, the office girl has no

grounds for feeling inferior. Factory work is vital to the war effort, and women are urgently needed on the production line to replace men drawn into the armed forces, and to fill the jobs opening up as production expands. But they are needed in offices for the same reason, and the business girl should receive her due share of credit for doing a hard job and doing it well. **Not a wheel could turn without the vital paperwork for which she is responsible.**

If the soldiers of production are labor, as we have so often been told, and management makes up the general staff of that army, then the office workers are the non-commissioned officers. They are the ones upon whom responsibility for the details rest. A letter sent to the wrong address, a paper misfiled, can delay some

essential part of the war effort for weeks or months.

The North African invasion itself was a triumph of paperwork. More than 700,000 different items, it has been estimated, had to be brought together in the right place at the right time—not only items of food, clothing, and munitions, but such unromantic objects as alarm clocks, oilcloth, and stepladders, to say nothing of lipsticks, chewing gum, razor blades, and stockings for barter with the natives.

Imagine the *hundreds of thousands* of business girls who typed out orders for those items. All over the country, months in advance, they were checking orders, keeping records, taking dictation —all in the day's work. They didn't know at the time how important the job was. It was just one of many jobs, some a little monotonous perhaps. They will probably never know.

You, yourself, may have done some of the work which helped to make the North African invasion a triumph of strategy and a triumph of supply. If a war is won, as a general has said, by "getting there the fustest with the mostest," then no one can win a war without office workers.

You are buying all the bonds and stamps you can possibly squeeze out of your budget. You are conserving food and vital materials. You write cheerful, entertaining letters to service men even though you sometimes feel neither cheerful or witty. Perhaps you have given a

pint of blood to the Red Cross, or you work in a canteen one or two nights a week, or do other vital war work in addition to your regular nine-to-five stint. But you still feel you're not doing enough. You'd like to spend your regular eight hour day in working at what everyone can see is directly connected with the war.

But you are doing war work. The letters you type, the requisitions you file, the bulletin board notices you mimeograph are war work too. Just because you can't see the planes and tanks rolling off the assembly line, doesn't mean that you are not helping to push them just as much as though you made or assembled the parts.

American business does not waste its

money. It is the most efficient in the world. It does not hire people where they are not needed. It does not keep five to ten million office workers on its payrolls merely to decorate its offices—although some business girls do that too. It hires them because they are **necessary,** because business and industry can't get along without them, because the war effort can't get along without them.

Any way you can find to make yourself more efficient is a further contribution to the war effort. If you can think of a way of streamlining work, tell your office manager or your supervisor about it. Whether your company has a suggestion system or not, he or she will be glad to hear about it. Typewriters, office machines of all kinds, are at a premium; the government is even being forced to

borrow machines from business houses to carry on its own vital paperwork.

You have brains, and you have a chance to use them. Every time you do you are contributing to the effort that will shorten the war and bring the men home more quickly. **Everything you do,** even the things which seem most routine is a contribution to that effort.

But you say: "Ah, that's all very well for the office girls in bomber plants, in munitions factories, in plants manufacturing tanks and guns. What about me? I'm doing the same things I was in 1940. I'm writing the same old letters that don't have anything to do with the war. I'm not helping."

Don't be too sure. There's precious little that's non-essential nowadays besides wasting time, spreading rumors, or relaying gossip.

A little while ago farming seemed an unromantic occupation, far removed from munitions production or fighting. A young farmer, draft-deferred because his work was considered essential found his car painted yellow one day when he left it on the streets of a nearby town—probably by boys too young for military service themselves.

General Hershey, head of the Selective Service, tells that story, and he tells it to illustrate how popular misconceptions can make the job of allocating manpower more difficult. When that happened, the young farmer wanted to volunteer, even though he knew he was more essential on his farm than in the armed forces. He

couldn't face the people who hadn't enough imagination to see the total picture.

Now the farm problem has come to a head, and people are beginning to realize that producing food is just as important as carrying a gun. Food shortages in vital production areas are making it more difficult for war workers to keep on the job and more difficult for them to work at top efficiency. No one will suggest that a farmer is a slacker now because the food problem has been brought home forcibly to everyone who has ever gone to the butcher or the grocery man and found him out of the things they needed.

Not than anyone is likely to call the business girl "yellow" because she isn't wearing the uniform of the WAACS or the WAVES or the slacks of the production worker. Most people realize she is doing a good job and an exacting one; but she herself is likely to feel a little out of it, because her job is undramatic, or because it is not so obviously "war industry."

"A war job," said Manpower Chief Paul V. McNutt recently, "does not necessarily mean a job in aircraft or ship or ordnance production. People must be housed and clothed and fed in wartime as well as in peace." Whatever you are doing is essential in some measure, and it is essential that you do it well.

Just apply this test: Imagine that your business and all the businesses like it closed down. Where would the country

be? Could it go on as usual? Could it even go on at all? Could supplies still reach the armed forces? Could people buy the things they need—not just the things they want, but the things they actually have to have for health and morale? **If you can honestly answer yes to that question, maybe you are "non-essential," but not very many business girls can.**

Applying that test, you will find your job is worth everything you can put into it. If you sell goods in a store, it may seem to you that soothing down stout angry women who are convinced you have a bushel of nylons hidden under the counter and are withholding them out of pure spite, is something less than essential. But that's just part of it. Some of your customers are men in the armed services, some are relatives of men in the armed services, some are war workers pressed for time.

Your skill is your tact, your ability to deal with people, to send them out feeling a little better than they did before. You conserve their shopping time, because you know where the stock is. You help the government's effort to make people accept substitutes and deprivations cheerfully, because you know how to explain why you haven't all the goods you had in peacetime.

We hear a great deal about "absenteeism" these days. War workers stay away from work, and war production suffers. One of the big reasons for absenteeism is that workers must have time for shopping, not simply for looking through the stores but for actually buying the things they and their families must have. The stores are crowded so they can't get waited on in the little time they have available. They have to take a day off and spend more time.

There's where you if you are a salesperson can help. The more efficient you are, the more people you can wait on. The better mood you send them out in, the better their all-round morale. You must be the type of girl who gets along well with people or you wouldn't have been hired for the job. Tact and personality are essential in sales work. **Use** your skill. Don't think it isn't essential.

And, from a selfish viewpoint, the more you use it, the more of it you have. That skill will be valuable to you in the postwar period when plenty of civilian goods are once more available. Even if you plan to leave the business world later, that ability to handle people will be a priceless possession. *Don't let it get rusty.*

This matter of non-essentiality is, in fact, more complicated than many people suppose. Take the matter of alarm clocks. They don't seem very vital to the war effort. Yet they are. Their manufacture was stopped early in the war. For a while the stores had a supply on hand, and closing up the source of supply went unnoticed by the general public. Then, in many sections of the country, stores began running out of them. People went to pawnshops to purchase second-hand alarm clocks, but the pawnshops were out of them too.

War workers began oversleeping in the morning and being late to work. Then they began writing the government, asking how they could do their work if they had no alarm clocks to get them up in the morning. Now the War Production Board has acted. Manufacture of alarm clocks will be resumed; war workers will be awakened; they will get to work on time; and precious man-minutes and man-hours will be saved for the war effort.

The girls who write the letters in the alarm clock factory are removed from munitions manufacture. At first glance, filing an order for alarm clocks seems a tremendously long distance from making a tank. But because that order is filed and filed correctly, the alarm clocks go out on time, the stores get the alarm clocks and war workers buy them and get to work on time.

No office girl can feel that she isn't doing her part, that her work is outside the main stream of the nation's war effort. **Her work is essential, and the better she does it the quicker the war will be over.**

War workers are constantly urged to eat the right foods, get plenty of sleep, and proper recreation, because they need good health and good morale. Office girls need these things too, they are valuable to the nation. Like the war workers they must keep on the job day after day, and they do it with a lot less ballyhoo.

As an office girl, your work is probably harder than it has been in the past.

There's more work than there was and fewer people to do it. Besides your own private worries, you are coping with crowded transportation systems and shortages of the things you want to buy. In spite of all this you are doing your job and doing it well. You are entitled to take pride in yourself. Don't ever think you're on the sidelines.

We're all in this up to our necks, and everything we do has a bearing on what the result will be.

FLASH

More than a hundred un-glamorous everyday jobs, but as vital to the war as work in an aircraft plant, shipyard, or munition factory, have just been listed by the War Manpower Commission as "war jobs for women."

Announcing the list, Miss Margaret Hickey, chairman of WMC's Women Advisory Committee, said, "War work is more than work in a factory. It includes hundreds of unexciting jobs in stores, offices, public institutions, transportation, communications, public utilities, and other necessary community services. The day-to-day living needs of war workers and their families must be met. The nation looks to its women to do the job. This is war work of utmost importance, no matter how ordinary or humble it seems."

The Manpower Commission says that to keep our country going efficiently so that we can carry on the war, 12 million women must be at work in civilian trades and services by the end of the year.

Until she is shifted by the government into another job, every woman working in a store or office can serve her country best by staying where she is and doing her job better than she has ever done it before.

WOMEN IN WAR - 1943
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Everyone agrees that the major source of new workers in 1943 and 1944 will be women. We have already virtually exhausted the supply of males. More than 80 per cent of our men over 14 years of age were in the labor force (which includes the fighting forces) when war broke out. Of the remaining 20%, or approximately 8,400,000, 4 million are between 14 and 19 years of age and are normally at school. Two million, five hundred thousand are 65 and over; 1.8 million are physically or mentally handicapped. It is obvious that by 1943, available man power in non-defense industries will be exhausted and women will be called upon to keep the machines running.

It is estimated that something like eighteen million women must be employed at the end of 1943, and probably twenty million in July, 1943 when the need for farm labor is at a peak. These new women workers will be women who have not been gainfully employed before. As the needs develops in some localities and war industry expands many of these women workers will be housewives and mothers of children under 16....

At the close of the war in 1918, women had invaded every major war field. Thus, in aircraft and metal production, 18% of all workers were women; in optical goods manufacture, 37%; in rubber goods, 35%; in photographic supplies, 35%; in leather goods, 33%; in electrical goods, 27%; in chemicals and allied products, 14.2%; in metal products (other than iron and steel) 17.8%; scientific and professional instruments, 17.1%; stone, clay and glass products, 15.5%. In November, 1918, 1 out of every 5 war workers was a woman. In 1943 1 out of every three war workers must be a woman. To reach the proportion of 1 to 3 practically every able-bodied woman will be called to work in some war or allied industry....

A very definite step forward has been made to mobilize woman labor. Before war broke out, the National Labor Supply Committee, established a sub-committee consisting of Miss Mary Anderson, Director of Women's Bureau (U.S. Labor Department), Mrs. Nellie Miles of the United States Employment Service and Miss Thelma McKelvey, then a member of the Labor Division of the OPM and now with the War Manpower Commission. This new committee was organized to suggest measures for the greater utilization of women in war work. On September 2, 1942, Paul V. McNutt, Chairman of the War Manpower Commission, appointed a Women's Policy Committee to aid in training and recruiting women in war work. This committee is headed by Miss Margaret A. Hickey. These and other agencies are drafting measures to encourage the entrance of women into war work....

Many women will have to manage households in addition to working eight hours a day. Arrangements must be made to provide them with shopping, recreation and other facilities in their off hours. Women assigned to night shifts will be confronted with a whole field of special problems....

In general, women have special capacities for work requiring "feel," that is minute assembly work and adjustments. Women are especially capable in grinding where fine tolerances are necessary. The 480,000 women in war work early in 1941 were employed as follows:

46,000 in iron and steel;
54,000 in machinery manufacturing;
3,000 in aircraft;
14,000 in rubber;
95,000 in textiles;

16,000 in chemicals
31,000 in non-ferrous metal; and the balance in paper, leather, automotive manufacture and food. These are the principal and key war industries in which women will be employed in increasing numbers.

...in the aircraft factories during the first quarter of 1941, women comprised 2.6% of all new workers hired; in the last quarter of 1941, the percentage rose to 7.7%. In the first quarter of 1942, the number of new jobs in occupations now employing women rose to 15 women out of every 100 hired. And 23 out of 100 new employees in occupations in which women were not then working, will be women.

Enormous advances in the proportions of women to be employed in 1943 were foreshadowed by preliminary results of a questionnaire submitted to 1,000 management executives by the magazine , Modern Industry. Ex clusive of office employees, the sampling of the Aviation Industry showed 1 percent employed in 1941, 15 percent being employed in 1942, expectation of 65 percent to be employed in 1943; in the Electrical Industry, the percentages ran 6 percent in 1941, 9 percent in 1942, an anticipated 35 percent in 1943; in the Instrument Industry, 10 percent in 1941, 35 percent in 1942, an anticipated 60 percent in 1943; in the Pharmaceutical Industry , 45 percent in 1941, 55 percent in 1942, an anticipated 75 percent in 1943; in the Tool and Die Industry, 2 percent in 1942, an anticipated 20 percent in 1943; Hosiery, 65 percent in 1941, 75 percent in 1942, and anticipated 80 percent in 1943.

Industrial Chemical:

In industrial chemicals, for the first quarter of 1941, women were given 7.6% of all new jobs while in the last quarter of 1941 the percentage rose tol7.7%.

Ordnance:

Early in 1942, there were 80,000 women employed in ordnance factories as compared to the 300,000 who were employed by the end of 1942.

Managerial jobs

In 1941, the number of managerial and professional jobs given to women rose from 20% to 29% of the total number of jobs filled....

In a recent report by the Office of War Information it was disclosed that in 1943 at least 29% of the female population (as compared to the present 23%) will be working. That will bring up the total of women workers from 15 million to 18 million and with 6 million in war, 30% of our expected/war labor force will be women. And many women will will invade new fields. The trend is already apparent. Thus, at the Army Air Force's Ellington Field--the largest flying school in the world--women work as mechanics installing parts of planes, making repairs, maintaining and inspecting planes and parts.

Aircraft Assembly

In 1941, only 2,000 women were employed in aircraft assembly plants; in 1942, one plant alone, employed 5,000 women in sheet metal work, as riveters, welders, assemblers and inspectors. In August, 1942, there were 50,000 aircraft workers and by the end of 1942, some 250,000 women were working in aircraft assembly plants. The work they are doing is light assembly work on wings, fuselages and control surfaces; they rivet, drill, file and remove metal burrs from machined parts. And some women will be promoted to managerial and supervisory positions.

Employment figures for 1941-1942 will be dwarfed by those for 1943. And the various types of occupations in which women will br fouhd defies accurate description. And it is impossible to catalogue all the jobs. In 1918, there were 100,000 separate and distinct occupational items. The likelihood is that the number of job items in 1942, 1943 and 1944 will far exceed the 100,000 figure.

DETAILED REPORT OF DEVELOPMENTS TO DATE

I. The Women's Bureau has recommended standards for women's employment in defense production.

a. A Labor Advisory Committee ~~has been~~ set up.

In June 1940 a Labor Advisory Committee was organized, to advise with the Women's Bureau as to types of jobs in defense industries for which women were best suited, and as to policies necessary to guarantee the most effective use of women as the labor force without undermining their welfare. Eight labor organizations are represented on this committee. This committee has met twice, on June 28, 1940, and on November 7, 1940.

b. The Women's Bureau ~~has prepared the following bulletins~~ on standards for employment of women; prepared by [illegible]

Special Bulletin No. 1 - Effective Industrial Use of Women in the Defense Program (July 24, 1940)
Special Bulletin No. 2 - Lifting Heavy Weights in Defense Industries (April 15, 1941)
Special Bulletin No. 3 - Safety Clothing for Women in Industry (in press)

c. Certain action taken by the Women's Bureau ~~has taken certain action~~ in connection with employment standards for women.

1. General policies set up

In considering any exemptions from State laws (where the law permits of exemption) covering women workers, the recommendation of the Women's Bureau is that no exemption be granted without first investigating the specific situation. If the circumstances justify the request for exemption, ~~exemption, the exemption~~ exemption should be granted only to the specific firm asking for it, and then only for the duration of the period covered by the Government contract for that product. No State-wide exemption should be granted. An employer should apply anew for an exemption when work is begun on the next government order.

2. Agencies consulting the Bureau

Certain questions have been referred to the Women's Bureau by State Departments of Labor, by the War Department, and by the O.P.M., involving exemption of defense plants from State laws protecting women. In investigating these situations, the Women's Bureau has kept in mind (1) whether there was available a sufficient labor supply qualified

c. cont'd

along the necessary lines, to make up another shift, (2) whether there was space for enlargement of present facilities, so that more workers could be hired provided a labor supply was available, and (3) whether any other solution to the problem could possibly be evolved, so that relaxation of the State laws would not be necessary.

3. State labor laws for women

Many States do not have the authority to relax their State hour laws. (See Appendix A). In the 1941 session of the Connecticut legislature, a bill in both houses would authorize the Governor to suspend daily and weekly hours prescribed by law (no word as to final action yet, - House and Senate disagreed).

4. Night Work

The Women's Bureau has formulated a statement of policy in recommending that night work laws be relaxed for the duration of the defense program. However, this statement has not been given publicity. (See Appendix B).

d. State action

1. ~~Connecticut~~. The Governor has granted the request of the Winchester Repeating Arms Co. for exemption of women from the Connecticut night work law, to the extent that women can now work until 11 p.m. (previously 10 p.m.).

2. **Massachusetts**. The legislature again permits the employment of women over 21 in textile manufacturing until 10 p.m. (previously 6 p.m.), this permission extending to April 1, 1943. This is a continuation of action taken in previous sessions. The night work law for all other manufacturing prohibits women working between 10 p.m. and 6 a.m.

3. **Nebraska**. The legislature changed the prohibitory night-work period from 12:30 to 6, to 1 a.m. to 6 a.m. The law also provides that the Commissioner of Labor may permit work between these hours in manufacturing, mechanical, mercantile, laundry, hotel and restaurant industries. A fee of $3 is charged for the permit, and is credited to the "labor fund" (the administration of this law is to be paid out of said labor fund).

4. **New Hampshire**. There is no night-work prohibitory period fixed, but for work performed between 8 p.m. and 6 a.m.,

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+ Calif & [illegible].

+ Wis.

vote on [illegible]

Use on next page

II. Special studies by the Women's Bureau of the occupations and opportunities for women, including references to expansion of existing plants and new plants (in the process of being built);

a. Field investigations of women's employment, with reference to types and number of plants visited and mention of available reports.

1. At the time of the November Conference on Training the Committee received a report that in the fall the Women's Bureau visited approximately 40 plants having defense contracts for products in which women were or could be employed. These included aircraft plants making engines, instruments, parts, and assembling planes; machine tool manufacturers; factories fabricating iron, steel, brass and aluminum products; plants making electrical products, ammunition and firearms, rubber products and gas masks. (Report on investigation prepared.)

2. Since November additional plants have been ~~contacted~~ visited. Return visits to certain New England munitions and an aircraft engine plant showed that in some of those the force of women workers had increased by about 50 percent, in some it had doubled.

3. The Women's Bureau visited aircraft plants in California, New York and Connecticut this spring, but at the time of the visit women employees in productive divisions were too small in number to be significant - less than 150 altogether in 8 major plants as factory operatives. (See report on aircraft industry previously mailed committee members.)

4. Two major Government arsenals -- Picatinny and Frankford -- were visited to secure information on numbers of workers, the processes in which they were engaged, the possibilities for expanded employment opportunities for women and health and safety provisions.

Note: The Civil Service Commission reports that while on July 31, 1940 there were 2,900 women in government arsenals, by April 1, 1941 the number had increased to 7,900.

5. Study of women's employment in small arms ammunition plants. Report prepared and available for distribution.

Note: There are three main classes of munition plants; those owned and operated by the Government such as Frankford and Picatinny arsenals; those owned and operated by private concerns such as Remington Arms, Western Cartridge and U. S. Cartridge Co.; and those built by the Government but immediately upon completion leased to private concerns. Among the latter are the number of plants now under construction which will begin operation in the fall of this year. Several of these are being built in small communities because of the attempt to de-centralize industry and to keep them in safety zones away from the coast.

II. Special investigations of occupations, working conditions, opportunities.

a. Types and numbers of plants visited by staff members. The processes on which women are employed and reports prepared.

1. At the time of the November Conference on Training the Committee received a report that in the fall the Women's Bureau visited approximately 40 plants having defense contracts for products in which women could be employed. These included aircraft plants making engines, instruments, parts, and assembling planes; machine tool manufacturers; factories fabricating iron, steel, brass and aluminum products; plants making electrical products, ammunition and firearms, rubber products and gas masks.

2. Since November additional plants have been cont~~r~~acted. Return visits to certain New England munitions and an aircraft engine plant showed that in some of these the force of women workers had increased by about 50 percent, in some it had doubled.

   The Women's Bureau visited aircraft plants in California, New York and Connecticut this spring, but at the time of the visit women employees in productive divisions were too small in number to be significant -- less than 150 altogether in 8 major plants as factory operatives. (See report on aircraft industry previously mailed committee members.)

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   The Civil Service Commission reports that while on July 31, 1940 there were 2,900 women in government arsenals, by April 1, 1941 one number had increased to 7,900.

4. Reports prepared. (See Appendix D for list.)

b. New developments with reference to use of women -- reports on expansion of existing plants and on new plants now being built. (See Appendix E for list of plants visited.)

1. Reports have been prepared for distribution on the original 40 plants studies, on aircraft and on small arms ammunition.

2. There are three main classes of munitions plants; those owned and operated by the Government such as Frankford and Picatinny Arsenals; those owned and operated by private

concerns such as Remington Arms, Western Cartridge, and U. S. Cartridge Co.; and those built by the Government but immediately upon completion leased to private concerns. Among the latter are the number of plants now under construction which will begin operation in the fall of this year. Several of these are being built in small communities because of the attempt to de-centralize industry and to keep them in safety zones away from the coast.

3. In addition to the attached list women in considerable numbers are working in plants making small motors, screw-machine products, gauges, brass parts, electrical products, ammunition components. Several thousands of women are employed in rubber plants making tires, tubes, balloons, gas masks, blimps, small plane parts, and tires for tanks.

c. Data on numbers of women in defense industries. Research activities.

1. The Office of Production Management has designated 14 industries as defense industries. In this list none of the largest woman-employing industries such as textiles, clothing, and food has been included even though much of the output of these industries is on Government contract for military purposes.

2. No Government agency has made any estimate as to the numbers of women employed in the 14 defense industries.

3. The Bureau of Employment Security (U.S.E.S.) has evaluated occupations from the standpoint of the suitability of women's employment -- physical strength necessary, etc.

4. The Women's Bureau has further evaluated certain occupations in relation to the suitability of women's employment. See Aircraft Report, Small Arms Ammunition, and material presented to the November Conference.

5. The Women's Bureau follows closely in the press and in periodicals all matters pertaining to women in defense. A current file of press clippings is maintained for reference purposes. Special reports are frequently made by the Research Division to the rest of the Bureau on recent developments including training projects, displacement of men by women, on breakdown in restrictions against the employment of married women, expanded opportunities for women's employment, etc.

III. Stress on need for training

a. The report outlining the findings of the special conference on Vocational Training of Women Under the Defense Program called by the Women's Bureau, November 7, 1940 was distributed widely.

b. On November 8 following the Conference Miss Anderson and three representatives of the Labor Advisory Committee called on Mr. Sidney Hillman of the Advisory Commission to the Council of National Defense to discuss the need for women's training and for the appointment of a woman on the Defense Council staff to be responsible for women's participation in the emergency program.

c. On November 14, Miss Anderson attended a conference called by Dr. Reeves of the Defense Advisory Commission to discuss women's work in defense industries and also preparation of women for work in defense industries.

On November 25 Miss Nienburg attended a conference called by Dr. J. W. Studebaker, U. S. Commissioner of Education to discuss further training needs.

Miss Nienburg since last August has served as a member of the N.Y.A. Advisory Committee on the training of girls.

d. Following these conferences two letters were written by important officials to field representatives relative to training

1. On January 7, 1941 Mr. C. R. Dooley, Director, Training within Industry of the Advisory Commission to the Council of National Defense wrote a letter to all District Representatives enclosing copies of the list of occupations and skills which the Women's Bureau believes women are capable of performing in defense industries and the Bureau statement setting forth a general description of the types of training deemed essential. He recommended to these officials that they consider the appointment of a woman or women as members of their panels or that they be used in some other advisory way. (See Appendix ____ for copy of letter).

2. On February 21, 1941 Mr. J. W. Studebaker, the U. S. Commissioner of Education, addressed a memo to all executive officers in the Defense Program of Vocational Education urging that women be vocationally trained. (See Appendix ____).

e. Reports of training efforts from other Government agencies

1. U. S. Office of Education)
2. O.P.M.) See Appendix ____
3. N.Y.A.)
4. W.P.A.)

f Special [illegible]

IV. Recent trends in women's employment as revealed by research activities

a. Data on numbers of women in defense industries.

1. **The Office of Production Management** has designated 14 industries as defense industries. In this list none of the largest woman-employing industries such as textiles, clothing, and food has been included even though much of the output of these industries is on Government contract for military purposes.

   No Government agency has made any estimate as to the numbers of women employed in the 14 defense industries. [illegible]
   census data become available it will [illegible]

2. **Data from the Bureau of Employment Security** on placements and occupations of women in defense industries are secured at regular intervals.

   The Bureau of Employment Security (U.S.E.S.) has evaluated occupations from the standpoint of the suitability of women's employment — physical strength necessary, etc.

3. The Women's Bureau follows closely in the press and in periodicals all matters pertaining to women in defense. A current file of press clippings is maintained for reference purposes. Special reports are frequently made by the Research Division to the rest of the Bureau on recent developments including training projects, displacements of men by women, on breakdown in restrictions against the employment of married women, expanding opportunities for women's employment, etc.
   The more important data [illegible] are summarized with [illegible]

b. **A list of references** of publications, articles, and reports on women and defense in this country and others is kept up to date.

Appendix A

STATES NOT PERMITTING OVERTIME

17 States and D.C. have inflexible laws on daily and weekly hours of work for women in manufacturing:

1/ Arizona
1/ California
D.C.
1/ Idaho
Kentucky
1/ Louisiana
1/ Maryland
1/ Missouri
Montana
Nebraska
1/ New Jersey
1/ North Carolina
Ohio
Oklahoma
1/ Tennessee
1/ Utah
1/ Washington
1/ Virginia

1/ Canneries exempted or covered under separate law

7 States allow relaxing of daily hours under certain circumstances but are inflexible as to weekly hours for women in manufacturing:

*/ 1/ Delaware
*/ 1/ Illinois
*/ 2/ Maine
3/ Georgia
*/ Michigan
*/ 4/ New York
5/ Rhode Island

1/ daily overtime limited to one day in the week
2/ daily overtime permitted to make one short day
3/ cotton and woolen manufacturing only
4/ if one short day of 4½ hours, 10 hours permitted on one day and 9 hours on other days
5/ daily overtime permitted to make a 5-day week
*/ canneries exempted or covered under separate law

HD
6087
U592

WWW
WOMEN WAR WORKERS

AMERICA AT WAR NEEDS WOMEN AT WORK

A PLAN BOOK
Published by the Information Service of the
U.S. WAR MANPOWER COMMISSION
For Use in Recruiting Women in Critical War Areas
For War Factories and Necessary Civilian Services

1943

June 4, 1943.

"Under modern conditions of war, every person will have to serve where he can *best* serve the country. War Manpower means *everyone*—women as well as men—in the right war job. We need the *right* workers . . . in the *right* places . . . at the *right* time."

Paul V. McNutt

Chairman
War Manpower Commission

HD
6057

The Big Job Ahead of You . . . and How To Get It Done

(For Regional Information Service Representatives, or for Area and USES officials who are authorized by the Area Manpower Director to organize local Information Campaigns under the general supervision of the Regional Information Service Representative.)

Yours is the job of organizing and directing an intensive information campaign in this Critical War Area to persuade women not normally in the labor market to accept jobs in local war factories and necessary civilian business.

It's a job which requires all of the energy and ingenuity that can be put behind it by the most able local people whom you can get to work on your Information Campaign Committee.

This Plan Book is designed to give you tools with which to work in getting the job done.

Naturally, the timing and plans for such an information campaign must be approved by your Area Manpower Director and his Area Manpower Committee.

All material in this book has been worked out and cleared with OWI in Washington, but you should keep the nearest branch office of OWI fully informed, preferably through membership on your committee. The regional OWI office should be kept informed through the WMC regional Information Service Representative.

Because the problem is a *local* problem, it must be dealt with *locally.*

There is a serious shortage of labor in this area which threatens to prevent fulfillment of production schedules and to handicap, if not cripple, the conduct of necessary civilian business.

The unemployed reserve is rapidly approaching an irreducible minimum.

Every effort is being exerted to transfer workers to more essential industries, and reasonable success in this continuing effort has been taken into account.

But the fact remains that there just aren't enough men left to do the job . . . requirements of the armed forces will cut into the number of men now on the job.

Transportation and housing facilities are not adequate to permit the bringing in of large numbers of workers from other areas—even if this were considered desirable from a civic and social point of view.

The only solution in this area—as in many other Critical War Areas throughout the country—is in the recruitment, training, and placement of women in essential jobs.

Before the end of 1943, more than one-third of all the workers in the United States *must be women.*

First attention should be given to filling vital jobs women can do in local factories working on war contracts, because an idle machine may mean a dead soldier.

The need for women in necessary civilian activities — transportation, communications, restaurants, hotels, stores, hospitals, child-care centers, laundries, etc.—is second only to the primary demands of war factories. Two out of three women workers will be needed in jobs outside factories to release other workers for the armed forces and for specialized jobs in war factories.

The task before you, therefore, is a vital one. It requires careful organization, intelligent planning, and ingenuity in adapting the suggested materials in this Plan Book to your specific local needs.

The More Women at Work . . . the Sooner We'll Win!

Check The Facts On

THEY ARE VITAL TO THE SUCCESS

YOUR Area Manpower Director and your representatives of management and labor on the Area Manpower Committee are working to improve all the basic factors enumerated on these two pages. Each is a factor which has an important bearing on the success of your campaign. The need for women is so urgent that you can't wait until all of these conditions become so favorable that they can serve as important appeals in your Womanpower Campaign. However, you should sit down with your Area Manpower Director and *canvass the facts* on each of these important points, then incorporate the favorable ones in your Information Campaign.

1 WAGES

Good wages are second only to the *primary appeal of patriotism* in getting women to accept war jobs. What is the range of wages paid women for war jobs in your area? Is the principle of equal pay for equal work by women definitely established?

2 HOURS

Women must dovetail their working hours with their household duties. What are average hours of work for women in your area? Are shifts planned so that women can carry on necessary home routine? Is part-time work for women available?

3 WORKING CONDITIONS

Working in factories, in stores, is quite different from working at home. What are local working conditions where women are needed? What has been done to reduce noise and dirt, improve lighting, etc.

4 TRAINING

Most women will have to be trained for war jobs. What are the training facilities available? Are women paid while training? How long must they train before getting a definite job? Have training programs been adjusted to meet needs of women with no or little work experience?

5 HEALTH

Women are worried about the effect of war jobs on their health. What is being done to keep women physically and psychologically healthy on their jobs? What facilities are provided to insure healthful conditions? What about restrooms? How about management policy on rest periods for women? What medical facilities are available at or through the plant?

6 SAFETY

Women want to be reassured they will not be in danger. Have safety devices been provided wherever necessary? Have dispensaries been set up? Are women given safety aids they need on the job, such as goggles, helmets, etc., or must they buy them? What are plant requirements on work clothing?

7 RECREATION

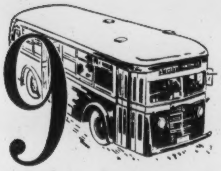
Women take a deep interest in rest and recreation facilities. What provisions have been made for community recreation? Does plant sponsor or provide recreation programs?

8 MEALS IN FACTORIES

Eating away from home is a new experience for many women. Are hot, adequate, low-priced meals available? Are foods provided that women like?

These Important Points

OF OUR RECRUITMENT CAMPAIGN



9 TRANSPORTATION

What are local transportation conditions? Can women get to all shifts on buses and street cars? Have car pools for women workers been set up? Will increased employment of women require changes in present transportation schedule? Will introduction of new or additional transportation increase potential reserve of women?

10 INDUSTRY'S ATTITUDE

Many women have the feeling they are "not wanted" in jobs usually done by men. Have local management and organized labor been completely "sold" on the use of women in war jobs? Is industry's attitude actively cooperative?

11 CHILD CARE

Many women are willing to work if they can make good provision for their children. Are well-organized nurseries available? Have neighborhood child-care centers been established? Have local churches, or women's groups, taken an active hand in solving this serious problem? Have recreation centers been set up in schools to keep older children occupied while mothers are at work?

12 SHOPPING FACILITIES

Many women quit jobs because war work keeps them from doing necessary shopping. What has been done to get food, apparel, department stores, and banks to arrange their hours so women can do their shopping before or after work? Are laundry facilities adequate to take care of the added burden caused by women working?

WOMEN NEEDED
75
92
80
51
47
108
32
WOMEN AVAILABLE
50
63
26

13 DEMAND vs. POTENTIAL

What has been done, or is being done, to measure local womanpower needs, and the number of women potentially available? How many women will be needed this year . . . this month . . . this week? How many more could be added to these potentials if child-care facilities were greater?

14 ORGANIZATION

Who are the key people, with experience in publicity, advertising, or campaign organization, who might be available to help you in organizing an Information Campaign Committee? Remember that your own local campaign will be only as successful as you and your committee make it. As you go through this Plan Book, keep in mind the kind of people you will want on this committee—then prepare to map out your campaign—adapting materials from this book to meet your own *local needs*.

REMEMBER ALSO:

(*a*) MEN'S ATTITUDE

It is important that the men of your community be thoroughly sold on the idea of women—including their own wives—working in war jobs. How are you appealing to men's groups? Mixed groups?

(*b*) SPACE

What adaptations, if any, or provision should be made in local employment offices for adequate handling of large numbers of women who have not previously been applicants for work? This is an important point.

How To Get Local Newspaper Support

YOU will want key officials of each local newspaper (representing both the editorial and advertising departments) on your Information Campaign Committee. Once the urgency of this Womanpower Campaign is properly presented to them as a civic problem, you can probably be assured of their cooperation. Do not ask your newspaper for tear sheets.

News Releases It's extremely important to have a close working relationship with a good reporter from each newspaper. If possible, you should try to arrange for a routine daily contact with such an individual, feeding him every possible news item and suggestions for development of newsworthy angles. Reporters like to write their own stories, but it is up to you and your committee to stimulate them with a continuous flow of worthwhile news material. Contained in this envelope are suggested news releases (which should be adapted to local conditions) to set a pattern for the campaign. Use the enclosed NEWS RELEASE IDEA SHEET for the stimulation of other stories.

Pictures Remember the old Chinese saying: "One Picture is Worth 10,000 Words." Your newspapers will work with you on taking photographs if they are newsworthy. Use the NEWS PICTURE IDEA SHEET to start off the campaign . . . you'll be able to add many more.

Editorials Use the enclosed sample editorials as suggestions to stimulate local editorial writers in developing their own editorials. Great caution is in order when presenting these suggestions because they will be resented unless offered only as possible *background* material.

Woman's Page Get the woman's page editors to develop frequent features on Women in War Work. Use the suggested Question-and-Answer columns to start a regular feature on answers to questions women ask about war work.

ADVERTISING

Full Page Ads Proofs of three full-page ads and three 1,200-line ads, designed to get action from women and answer their questions about war work, are enclosed. Mats of these ads are available (use the order blank). CAUTION: These ads will require the newspaper to fill in the blank spaces with the name of your city, and local figures. Care should be taken to match the type. Or, if you prefer you can order mats or proofs of the ads and adapt them to a different size.

You can enlist volunteer help in developing a continuing campaign of local advertising from (1) your local Advertising Council volunteer advertising agency (if one has not been named, query the WMC regional Information Service representative); (2) local retail store advertising manager, and (3) local newspaper advertising manager.

How will the ads be paid for? Many newspapers will publish the ads as a means of promoting their classified advertising pages, but some prefer to get local paid sponsorship from interested manufacturers or public-spirited business people. As you know, there are no Government funds available for this purpose.

Many newspapers will have been circularized by the Classified Advertising Managers' Association and will already be aware of the opportunity to help the war program and at the same time promote their own classified sections.

No attempt should be made to run these ads until such time as your Area Manpower Director has satisfactory working agreements with local newspapers in respect to classified advertising policies and practices.

Other Media Remember that foreign language and racial newspapers, publications of organized labor, house organs, church, club, civic publications, and weekly newspapers reach important audiences. Adapt these news, editorial, and advertising materials for their use, too! Foreign language newspapers will translate your material.

How Radio Stations Can Help

BECAUSE radio stations work so closely with local OWI representatives, it will be necessary for you to work out all your plans in cooperation with the local OWI agent and have him on the committee if possible.

Your local radio stations should be represented on the Information Campaign Committee both by sales and program departments.

Work out a definite schedule of radio cooperation with OWI and station representatives on your committee and get their advice and help in adapting the suggested material in this Plan Book to your local problem.

Live Spot Announcements Frequent use of localized live spot announcements, such as those suggested, can be tremendously effective in carrying your campaign message to women. These will have to be fitted into the locally controlled portion of OWI's regularly scheduled spot announcements.

Big Name Recordings Lowell Thomas, Edwin C. Hill, Gabriel Heater, and Kate Smith have recorded appeals for women war workers on a single 16-inch, double-faced record to provide you with 20 1-minute spot announcements. Each spot provides for a 15-second local announcement which includes your local United States Employment Service address. Use the order blank for the number of records you need. One record for each radio station in your area may be ordered.

5-Minute Dramatic Spots Twelve unusual radio presentations are available on two double-faced records for immediate broadcast. They are dramatically and professionally produced. Use the order blank to get one set of records for each radio station.

Radio Interviews Suggestions for 5- and 15-minute radio interviews, answering questions women ask about war work, are included in the accompanying material. Other radio materials are listed in the Catalog of Local Campaign Materials.

Use Local Programs Certain local programs are well listened to. Talk to your OWI man and to your radio stations about getting recruiting messages in on some of these programs regularly.

Special Features Talks by prominent local leaders are always good for radio broadcasts. (See suggested material for speeches included here.) Broadcasts directly from war plants, including appearance of women workers, are effective. So are special feature programs built around returning local heroes who can make a direct appeal for women workers.

National Background Your local radio campaign will be carried on against an effective background of national radio cooperation.

Special Large Scale Radio Assistance For areas having *large scale labor needs only,* a special "Get a War Job Drive" can be arranged. This involves the use of famous radio personalities, a name orchestra, returned heroes, etc. Considerable advance planning is needed to work out such a program. For further information, write Information Service, Washington, D. C.

How Local Theaters Can Help

The Office of War Information, through the War Activities Committee of the Motion Picture Industry, is already working with your local theater managers on the regular showing of important Government films.

Your local theater managers will be officially asked—through the War Activities Committee—to run a dramatic 4-minute 35-mm. film built especially for your local campaign. The film is called "Wanted—Women War Workers" and is filled with dramatic, emotional material that will move women to action and will furnish them with information they want about war jobs.

This film will be given an A–1 priority at the time you decide it will be most effective as a part of your campaign.

Another film is available as a follow-up for "Wanted—Women War Workers." This is a 1-minute announcement type. It is a series of animated titles urging women to "get a war job." Strong dramatic music is used as background.

Use the order blank for the films you need. Approximately one print for every five theaters is available.

Your theater managers will be furnished prints and instructions from the War Activities Committee at the time your order is received. The War Activities Committee will be responsible for all distribution. Local WMC representatives should not attempt any booking.

Two 16-mm. films are available for your nontheatrical use: (1) "Jane Brown Changes Her Job"—1 reel, 10 minutes, sound, black and white—this is a

British film. It tells a dramatic and effective story of how women in England are entering war factories. The story parallels our USES office procedures. (2) "Womanpower"—2 reels, 20-minutes, sound, black and white—this picture is a factual, straightforward documentation of typical factory jobs now being performed by women. Use your order blanks to get these films.

Outdoor Advertising

24-Sheet Poster The Outdoor Advertising Association of America, Inc., has arranged for the production of a 24-sheet poster design for local sponsorship. This poster, carrying the caption "Victory Is in Your Hands—Apply U. S. Employment Service," and dramatically portraying a woman engaged in war work, will be of definite assistance in publicizing your program.

Concerns engaged in war activities, as well as civic and patriotic organizations, are sponsoring programs of this nature throughout the country. Get in touch with your local outdoor advertising operator who has been furnished a colored miniature of this design, as well as complete material for a proper presentation. If your local operator is not participating in the WMC outdoor billboard program, write to your regional Information Service representative.

WINDOW STRIP.—These effective red, white, and blue strips can be used in many ways—display, store windows, campaign headquarters, at various meetings, and rallies. Use the order blank for the number of strips you will need. They are free.

SLOGAN STENCIL.—Get stencils made in large sizes of the campaign slogan and arrange to have Boy Scouts and other local organizations paint this slogan on sidewalks. Get street car and bus line to paint the slogan on the sides of their vehicles. Be sure to get proper authority from city officials, if local ordnances call for special permission.

Get Speakers Spreading the Story

You will want the chairman of your Civilian Defense Council, War Information Committee, on the Information Campaign Committee.

In most communities, the Civilian Defense Council is set up to do a fine job of sending out Victory Speakers on important campaigns connected with the war effort. If you find that your local Civilian Defense Council organization is not set up to handle the job, make it the specific responsibility of one member of your committee to organize a Womanpower Speakers Bureau to make 1-, 4-, and 10-minute talks before club, business, and civic organizations, church groups, labor unions, and wherever people—particularly women—assemble for social, civic, or business reasons.

The suggested speeches (included in the envelope) are intended as background material for these speeches. Let the speakers write their own speeches to conform to their own methods of delivery, but make certain that the major points which your committee desires to get over are included in their speeches.

You will note that the suggested speeches are prepared in form for presentation on the radio. They can be effectively used by public officials and civic leaders who are given time on your local radio stations to broadcast the appeal for women workers. The form of these speeches must be altered for personal delivery to suit the particular occasion and the kind of audience addressed.

Other speech material for women's campaigns is listed in the Catalog of Local Campaigns Materials.

Get Club and Church Cooperation

You will want to have leaders of local church groups and women's clubs represented on your Information Campaign Committee.

It is vitally important that a qualified member of your committee visit leaders of local church groups and explain to them the aims of this Womanpower Drive. Once they understand clearly the objectives of your Government's effort in the interest of winning the war, you can enlist their active cooperation. Make certain that all the factors are placed before them—that the campaign aims to achieve its objectives with the least possible disturbance of present home and social relationships. Remember the immediate call is for women who have no children under 14 years of age.

Churches cooperating in the campaign may even consider making announcements from the pulpit to their parishioners concerning the objectives of the campaign. Background material from which these announcements can be written is included in the envelope.

Women's clubs can be a vital force in persuading women to accept war jobs. Be sure that every woman's organization in your area is asked to cooperate, and develop a definite program of action for its own organization. Publicity should be given to these activities, particularly addresses of local women leaders before their clubs in support of the program. Direct quotation of club and church leaders can be of invaluable assistance in winning women's support.

Remember that club and church organizations' publications are well read by their members. A program of publicity and editorial material adapted from the material suggested earlier in this portfolio should be prepared for these specialized publications.

Don't forget that *men* have to be "sold" just as hard as women—often much more so. Direct special publicity at men's organizations, Chambers of Commerce, etc. Interest men in *speaking* to both men's and women's groups.

How Retail Stores Can Help

The Retail War Campaigns Committee has already worked out a plan for the cooperation of retail stores in connection with this Womanpower Campaign.

You will want to have the advertising managers or key executives of your principal retail stores represented on the Information Campaign Committee.

Here are ways in which retail stores can help:

1. WINDOW DISPLAYS.—Women can be made more conscious of the place of war work in their life through effective retail window displays featuring work clothes and other equipment needed by women war workers. There also is a colorful, half-sheet poster, "Do the Job He Left Behind," which can be used as display material. Use the order blank in the back of this book.

2. SPECIAL EXHIBITS.—In cooperation with United States Employment Service offices, your major department and retail stores can set up specific displays of actual machines being worked to acquaint women with the kind of factory jobs they can do. A sewing machine, for instance, can be set up alongside a drill press, with a placard reading: "If You Can Do This, You Can Do This!" A background of giant photographs can be provided to show that essential civilian jobs—transportation, communication, laundries, stores, hotels, restaurants, child care, etc.—are vital war jobs, too. Wherever possible, United States Employment Service trained personnel should be on hand to interview prospective candidates for jobs.

3. WORK CLOTHES PROMOTION.—Specific displays of good-looking work clothes for women can be prominently spotted in important store locations selling the idea that proper working clothes promote *safety, neatness, health,* etc. Women should be convinced that overalls, slacks, and sensible shoes are the order of the day. Posters and photographic displays accompanying such exhibits can provide a colorful background for promotion.

4. VICTORY RECRUITING BOOTH.—Stores not equipped to carry out some of the above suggested promotions can establish a Victory Recruiting Booth to answer women's questions about war work and pass out the special booklet (to those who seem seriously interested *only*) provided in this envelope. Such a booth may be staffed with United States Employment Service people, if it can be worked out locally.

5. WOMANPOWER WEEK.—Your committee may want to designate a particular week or month during which this campaign for women war workers is strongly stressed in retail promotions. This should be worked out in cooperation with the store officials and staged on a city-wide basis. Retail store promotion managers have fertile minds that are well acquainted with ways of developing effective displays and special events tying up with the campaign.

6. ADVERTISING COOPERATION. — Retail stores are big local advertisers. Most of them will want to do their own special copy promoting the displays and exhibits which they plan. All of them should be urged to put as much stress as possible on the advertising of work clothes for women. Ads could include a regular display box urging women to take war jobs, with instructions to apply through their local United States Employment Service Office.

Get Workers To Recruit Other Workers

"GET A NEW WORKER—SAVE A FIGHTER'S LIFE"

Here's a simple plan that can be put into operation in every essential plant almost overnight. It makes every present worker in a war plant or essential industry a "committee of one" to get a new worker.

There can be no more effective method of recruiting women workers than personal solicitation by present workers of their sisters, friends, and acquaintances, maybe even their wives. Workers now on the job know from personal experience how to answer women's questions about war work. They can be your "best salesmen" because what they say carries conviction.

Workers anxious to win the war are willing to share management's problem of recruiting new workers. If properly presented they will take personal pride in introducing sisters, friends, and wives to the company's personnel manager.

Here's how to get the plan working:

1. GET THE PERSONNEL MANAGERS and officers of local unions to distribute an appeal to each worker following the pattern of the statement included in the envelope. (This can be a simple mimeographed form tuned to the specific problems and needs of the plant using it.)

2. WHEN PLANTS ARE ORGANIZED, ask officers of local unions to give each worker a half dozen cards of introduction to use in sending prospective workers to the personnel manager. Be sure there is a place for the worker's signature and clock number on the card. (See sample sheet of cards enclosed.)

3. IF POSSIBLE, PUT UP A BIG BULLETIN BOARD at some central location at each plant on which the names of both the new workers *and the veterans recruiting them can be listed.* Make every present worker want to have his name on the board, and every new worker proud that her name is there too.

4. DON'T LET THE PROGRAM DROP WITH a single appeal distributed to workers. Follow it up at frequent intervals through department meetings,

stuffers in pay envelopes, and publicity in company house organs.

This specific promotion is a natural for newspaper and radio publicity. Photographs should be taken of the first honor roll boards erected and stories written on the progress of the campaigns in various plants.

Make Every Woman Want to "Get in the Book"

Here's another promotion idea that can be tremendously effective in recruiting women for war jobs.

Get a huge book—the biggest you can find—and establish it with appropriate ceremony in the city hall or some other important public building.

Make it a Roster of Women War Workers which will become part of the city's archives when the war is over. Make every woman want to "GET IN THE BOOK."

The book will become the city's honor roll for women who take war jobs (civilian as well as factory) to release men for the armed forces or heavier war factory work.

It is highly important that the book be dedicated with appropriate public ceremony by city officials and leaders of local churches, clubs, and business and civic organizations. It can be an excellent source of photographic publicity material during the campaign as new women workers—many of them prominent—enter their names in the book. Local newspapers will probably want to carry a daily list of new names added to the list in the book.

The book itself should provide space for listing of worker's names, the organization for whom she is working, and leave a column in which the date on which she started and finally left employment may be entered.

When the war is over, every woman will want to point with pride to the part she played in the war effort. People will say: "What did YOU do?" It will be a source of satisfaction to women who can say, "My name is in the book."

"Answers to Questions Women Ask About War Work"

This 12-page illustrated booklet can help your committee give the *right* answers.

It is designed to give women the information they want about taking a war job.

It gives official answers to questions in the minds of most women about such questions as these:

Is every woman in my community going to have to work?
Just what is a war job?
Why should I take a war job?
Will my husband be drafted if I work?
Won't I get terribly tired?
How much can I expect to earn?
What kind of factory jobs do women do?

You will find many effective ways to distribute this booklet. (Use the Order Blank to get the quantity your committee will need.)

Here are a few ways in which the booklet can be helpful:

1. HELP SELL HUSBANDS.—Few men know how urgently their wives are needed in war work. Most of them are making enough money to take care of their families without having their wives work. Wives would like to do their part by getting a war job, but husbands sometimes stand in their way. This booklet can be definitely helpful to any woman in a frank discussion of the problem with her husband. It also encourages her to talk the matter over with her husband before deciding to take a war job. The husband must be sold or it will be difficult for the wife to stay on the job even if she enthusiastically enters war work herself.

2. DISTRIBUTE THROUGH CLUBS. — This booklet can prove an effective link between the enthusiasm engendered at a club meeting and actual application for a war job at the United States Employment Service Office. They should be distributed at the close of club, church, or civic meetings at which speakers make an appeal for women to take war jobs.

3. GIVE OUT BOOKLETS AT RETAIL STORE EXHIBITS.—Retail stores will welcome a booklet such as this one which has official sanction and can be given out to women who are really interested in war work at special displays and exhibits set up to attract them at department stores.

4. GIVE THEM TO UNITED STATES EMPLOYMENT SERVICE APPLICANTS.—Women who apply for war jobs at the United States Employment Service offices have numerous questions to ask about war work and how to adjust their own lives to the new routine. This booklet answers many of these questions. It also gives wives ammunition to take home.

How to Map Out Your Own Campaign

This Plan Book can offer only a suggested pattern for your local Womanpower Information Campaign.

The success of your campaign depends to a large extent on the ingenuity with which you and your volunteer committee adapt the materials and ideas suggested in this Plan Book to your own local problems.

Use of the prepared materials accompanying this book will not do the job alone. They must be supplemented by material created locally as the campaign develops.

Don't try to do the whole job yourself. It's not a one-man job by any means. It requires the best talent you can assemble in your community. A great deal depends upon getting energetic key people to work as chairmen of each division of this Information Campaign.

USE THIS ORDER BLANK FOR MATERIALS YOU NEED

War Manpower Commission
INFORMATION SERVICE
Washington, D. C.

Region ....

City ....

ORDER FORM

LOCAL CAMPAIGNS MATERIALS

Send four copies to WMC Regional Information Service Representative who will keep one copy and forward three to Edward A. Collier, Assistant Director, Information Service, War Manpower Commission, Washington, D. C. PRINT PLAINLY.

Ordered by .... Title ....

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Ship to .... Title ....

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Date of order .... Requested delivery date ....

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U. S. GOVERNMENT PRINTING OFFICE 522452

Here are the steps to take in getting the job done:

1. SIT DOWN WITH YOUR AREA MANPOWER DIRECTOR and canvass the facts you will need for your campaign about wages, hours, working conditions, training, health, safety, recreation, factory meals, transportation, attitude of management, child-care facilities, and after-work shopping facilities. Get a clear picture of the estimated number of women needed in your area this year, this month, this week. Then compare this demand with the potential number of women available for jobs in the area. All of this is background material you should have clearly in mind when you start work with your committee.

2. CALL AN ORGANIZATION MEETING OF YOUR INFORMATION CAMPAIGN COMMITTEE.—The committee should include representation from such local groups as:

    Newspapers (advertising and editorial).
    Radio stations (program and sales).
    Local OWI representatives.
    Theaters (through War Activities Committee).
    OCD Speakers' Bureau.
    Women's clubs.
    Business and civic organizations.
    Church groups.
    Retail stores.
    Volunteer advertising agency.
    Industrial management.
    Organized labor (both A. F. of L. and C. I. O.).

Lay the whole problem before this big committee at your organization meeting; then proceed to appoint a chairman, and have each group select a subchairman to work on a specific phase of the campaign affecting that particular group. This group of subcommittee chairmen then becomes a kind of executive committee to work under the direction of the chairman in carrying out the campaign.

You, as a paid Government official, should not take the title of chairman of a committee of volunteers. You represent information policy and yours is a job of smooth, efficient organization.

3. HOLD MEETINGS OF EACH SUBCOMMITTEE at which each phase of your Information Campaign program is mapped out thoroughly and work assigned. One group will work on newspaper publicity, another on printed advertising, another radio, another poster, another theaters, etc., until each phase is specifically laid out.

4. FILL OUT THE ORDER BLANK for any materials available which you need in addition to those already supplied you. Get this order in as early as possible so there will be no delay in getting your campaign under way.

5. KEEP EVERLASTINGLY AT THE JOB OF FOLLOWING UP each detail in the campaign agreed upon. No campaign is any greater than the energy put into it by the people working on it.

WAR MANPOWER COMMISSION

Washington, D. C.

VICTORY
IS IN
YOUR HANDS!

522452 U. S. GOVERNMENT PRINTING OFFICE

MOBILIZATION POLICIES - JAN. 1943

ADVANCE RELEASE

ADVANCE RELEASE

ADVANCE RELEASE: For SUNDAY Papers, January 31, 1943
Rose - 72006

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

PM-4294

This article on the experience of the United States Employment Service in hiring workers is offered in connection with the Government campaign to get every worker in the right war job. It may be used as background or in its present form in whole or in part.

Filling more than ten million jobs in 1942 was a colossal task for the United States Employment Service, but it also had to be an expert achievement, the War Manpower Commission emphasized today in a review of its contact agency's work. To meet the exacting demands of war production for the right workers at the right work, USES drew on a fund of knowledge which included analysis of many thousand occupations.

In ten years of existence, Employment Service has analyzed 60,000 types of jobs in industry alone. Working out labor programs for some of America's biggest companies, it has learned the relationship of one job to another and the place of each in the complicated pattern of industry. USES has studied 10,000 military jobs to help the Army use its men at the work most like their civilian occupations.

Armed with this knowledge, USES has added a special assignment to its day-to-day work of registering and placing workers on all levels. Employment Service is combing the Nation for 25 types of skilled workers urgently needed in war production. Local offices are prepared to advise these men and women where they fit into the picture in 1943--to tell them, not only of the increased need to produce arms now that large military operations are under way, but also of the change wrought on their individual lives by a second year of war, and what to do about it.

From employers, USES has learned the details of men needed in every job. In the case of the 25 skills, War Manpower has made arrangements for each local U.S.E.S. office to have a complete list of vacancies all over the country.

When a worker comes to the U.S.E.S. office to offer one of the 25 skills or a related skill, he gets a personal interview with an experienced employment officer. The interviewer finds out all about his training and former jobs. Then, from the national list the interviewer shows the worker the places where his talents can best serve the war. The worker chooses one of these to suit his family situation and his own inclinations.

Of the many situations in which USES can help, War Manpower officials mention these examples:

A metal work bench hand is one of two working for a company which cannot be converted to war production. The company is using up its inventory of metal and no more is coming in. Soon there may not be work enough for two.

The USES office can help this man judge what is going to become of him; it can show him the war job where he will be most useful and the one he can take with the least dislocation of his personal life.

A man who thinks his skill might be related to that of a ship electrician is doing non-essential work. He wants to serve his country but isn't sure his skill can be converted and doesn't know where to apply. If he registers at the USES office he can find out what he wants to know.

An internal precision grinder is working at a peacetime job and he thinks he is about to be drafted. He has heard that skilled workers like him are needed in war production but he isn't sure about that and doesn't want anybody to think he's afraid to fight. If he goes to the USES office right now the people there will put his mind at rest. They will tell him where he can work with extra pride that he is doing more for his country than if he went into the Army.

A flanging press operator retired before the war and bought a restaurant. He wonders if he could do something to help win the war. The USES office will tell him he can, and since USES knows the places all over the Nation where these skills are needed, the employment expert will help him choose the best spot.

The skills chosen for the intensive drive are: Airplane skin man; airplane subassembler, ammunition inspector, ship assembler, metal work bench hand, bus driver, ship carpenter, cord wood cutter, crane rigger, cylindrical grinder operator, ship driller, ship electrician, flanging press operator, internal precision grinder, outside machinist, metal chipper, milling machine operator, milling machine operator (all-round), explosives mixer operator, radio chassis assembler, rough or finish ship painter, plate hanger, automatic or semi-automatic screw machine operator, tack welder, and licensed marine engineer.

Some other skills are just as badly needed for war, but they are so scarce that WMC is just urging the individual workers to come in and register with USES. The 25 are believed still to exist in some quantity outside war production, and this belief has already been confirmed in one case. A survey revealed 70 former marine engineers in Washington, D. C., alone, who were working at other occupations. Many of these will return to the sea at top pay.

WOMEN'S BUREAU

NEWS BUREAU
OFFICE OF WAR INFORMATION
WASHINGTON, D. C.

JANUARY 28, 1943
NO. 652

INFORMATION DIGEST

Selective Service

Release from the Army of men 38 and over, who are eligible for discharge under a recent Departmental ruling, must be regulated to prevent disruption of trained units, the War Department explained today. It is anticipated that the rate at which these men will be discharged from the Army will be speeded up as soon as the new 18- and 19-year-old inductees have received sufficient training to replace the older men. There are approximately 300,000 enlisted men 38 or over in the Army, many of them skilled technicians who volunteered to fill urgent needs.

Beginning February 1, Selective Service, through its local draft boards, will furnish all men between their 18th and 38th birthdays who are needed to fill combined calls of the Army, Navy, Marine Corps and Coast Guard. All registrants ordered by local boards to report for induction will be sent to jointly operated induction stations, where they will be given physical examinations by Army and Navy personnel. Those meeting physical requirements agreed upon by the two Departments will be apportioned to the services. Although the registrants between 18 and 38 who are classified as available for military service will be sent to jointly operated induction stations, the Army and Navy personnel there will be responsible for assigning the individual registrant to the particular service for which he appears to be best qualified. Registrants, at the induction stations, will be able to express their preference for the four services with the preference given the fullest consideration practicable. If no vacancies are available in the preferred service, the men will be assigned to that service for which the military assignment board at the station finds them best fitted.

Attorney General Francis Biddle announced all men between the ages of 18 and 45 who are subject to Selective Service classification will be required to carry classification as well as registration cards at all times after February 1. Failure to do so may result in prosecution in the Federal courts. Mr. Biddle said that if for any reason a registrant has not received a classification card or has lost the one sent him, he should notify his local draft board immediately because the responsibility for securing a classification card rests with the individual registrant.

Army

Arrangements, made at the request of many Americans of Japanese ancestry, have been completed for admission of a "substantial number" of additional American citizens of Japanese ancestry into the U. S. Army on a volunteer basis, War Secretary Stimson said today. Facilities for the induction of these men -- and no individual will be inducted if any doubt exists as to his loyalty -- will be opened throughout the country, including the war relocation centers, and in Hawaii. Upon induction, the "Nisei" (American-born citizens of Japanese descent) will begin training as a combat team to include infantry, artillery, engineers and medical personnel. An efficient, well-rounded, hard-hitting unit will be developed, Mr. Stimson said.

Mr. Stimson also reported that two new squadrons of Negro combat fliers will be added to the one now in training. Negroes, he said, are receiving instruction not only in the Technical Training Command of the Army Air Forces, but also at the Air Officers Training School, Miami. He also called the Negro civilian's role in War Department employment an "important one."

The War Front

Releasing box scores of American and enemy aircraft losses, War Secretary Stimson said that during the last 11 months of 1942 (there was little U. S. air activity in January 1942), 987 enemy planes were destroyed in plane-versus-plane combat and 362 were probably destroyed. Against these losses were 309 U. S. aircraft destroyed or reported missing during the same period. In December alone, the enemy losses stood at 326 destroyed and 93 probably destroyed, as against only 98 American planes lost. Mr. Stimson said the U. S. losses included planes shot down by antiaircraft as well as in air combat, but the figures given for enemy losses included only aircraft destroyed in actual air combat.

Two Japanese float planes, on January 28, attacked U. S. ships operating to the west of our positions in the Aleutians but inflicted no damage, the Navy reported today in Communique No. 264. It also said that on January 26 our troops on Guadalcanal continued to advance to the west despite stiff enemy resistance, killing 40 Japanese and capturing 5 prisoners and some equipment.

Three medium-sized and one small U. S. merchant vessels were sunk by enemy submarines early this month while in convoy in the Atlantic off the northern coast of South America, the Navy announced. Survivors were landed at Miami.

War Casualties

American casualties in Tunisia thus far number 1,258, including 211 killed, 532 wounded and 515 missing, War Secretary Stimson reported today. Of the missing, 226 were reported to be prisoners of the Axis.

Allied losses in the victorious Papuan New Guinea campaign amounted to less than half those of the Japanese forces, and it is known that sickness accounted for a considerable number of Allied casualties, Gen. MacArthur's headquarters announced.

Foreign Relations

An American mission is being organized to study labor conditions in Bolivia, and will be sent as soon as its personnel is completed, Secretary of State Hull told his press conference. The Bolivian Government requested our cooperation, he said.

Navy

Lt. Gen. Thomas Holcomb, Marine Corps Commandant, announced establishment of a U. S. Marine Corps Women's Reserve, whose members will relieve Leathernecks for combat duty. Gen. Holcomb said the organization still is in the "planning stage," and that no applications or inquiries will be accepted by the Marine Corps until February 15, when it plans to announce full details.

Agriculture

Agriculture Secretary Wickard announced price supports to growers of tomatoes, peas, sweet corn and snap beans -- the first step in the Department's program to aid farmers in producing sufficient quantities to keep canning and dehydrating plants operating at full capacity. The Department, through the Commodity Credit Corporation, will buy the output of certified processors at prices to be announced at an early date, and the Government will then resell to such canners at a discount, providing the canners have paid specified minimum prices to growers. Governmental purchase prices, the announcement said, will be sufficient to permit canners to pay the grower specified minimum prices which the canners will be required to pay to be eligible for certification. Minimum prices are specified by States, but for the country as a whole, minimum prices to be paid to growers, as contrasted to the actual prices paid in 1942, are: tomatoes, $24.25 per ton, as against $19.37; green peas, $81.50 per ton, compared with $63.93; sweet corn, $18 per ton, compared with $13.50; snap beans, $91 a ton, compared with $75.38.

As War Food Administrator, Mr. Wickard issued an order, effective January 29, requiring pet food manufacturers to limit the animal protein content to 8 percent, and the total protein content to 24 percent, by dry weight, of such foods processed prior to July 1, 1943. Pet foods supplied to the armed forces are exempt from this restriction. For the six-month period ending June 30, each manufacturer must restrict his pet food production to 50 percent of the amount by dry weight which he produced during the calendar year 1941 or 50 percent of four times the amount by dry weight he produced during the last quarter of 1942, whichever is greater. Food Production Director Townsend will administer the order, which will make available thousands of tons of both animal and vegetable protein for increased production of processed feeds for livestock and poultry. The limitation on quantity, Mr. Townsend said, will permit as large a volume of pet food to be produced as formerly, but will prevent production from expanding.

Mr. Wickard announced changes in the Community School Lunch Program whereby sponsoring organizations will purchase food supplies from local merchants and farmers and be reimbursed by the Food Distribution Administration. Heretofore foods for the program have been purchased by the Agricultural Marketing Administration (now taken over by the Food Distribution Administration) and distributed to State welfare agencies who in turn distributed them to school lunch sponsors. The new procurement program will be installed on a nationwide basis, but some outlets for commodities distributed directly by the FDA will be retained, principally in the large metropolitan areas. Last year more than 6,000,000 children benefited from the school lunch program using foods made available by the FDA.

Rationing

Coffee wholesalers and retailers who were unable to obtain by means of purchase warrants the total inventories of roasted coffee to which they were entitled at the start of rationing are enabled by OPA to obtain certificates from local War Price and Rationing Boards authorizing them to buy the coffee. Shortage of supply and uneven distribution prevented some dealers from obtaining their allowable inventories before their purchase warrants expired, the Office said. Quota restrictions on sales of roasted coffee by roasters have been postponed for an additional month and will not be imposed until March 1, 1943, OPA announced. Beginning in March 1943, the quota restrictions will limit roasters' sales to 75 percent of the amount sold during the corresponding month in 1941. Postponement was necessary because short supplies and uneven distribution of green coffee prevented some roasters from roasting enough coffee to allow their wholesale and retail customers to build up the inventories allowed under coffee rationing regulations.

The Office, in order to safeguard the health of war workers who live in trailers and heat by oil-burning stoves, doubled the maximum amount of heating oil allowed these consumers. The upward revision in these rations recognizes the peculiar problems of heating trailers and the fact that recently increased allotments have proved insufficient. The increase in the trailer heating ration, coming at a time when the fuel oil supply situation is admittedly critical, is nevertheless regarded as necessary to prevent the migration to warmer climates of the thousands of war workers who live in trailers.

Maximum Prices

Within the next few days BITUMINOUS COAL PRICES will be increased by mine districts to make possible the operation of the six-day week in districts that have adopted the new work week, and to cover other production cost increases in those and other districts, OPA announced. The decision, made on the recommendation of Solid Fuels Coordinator Ickes, is in line with efforts to avert a coal shortage and to stimulate maximum production. Consumers of BY-PRODUCT FOUNDRY, BY-PRODUCT BLAST FURNACE and BEEHIVE FURNACE COKE will pay the transportation tax of 4 cents per ton imposed by the Revenue Act of 1942, the Office ruled. The ruling is retroactive to December 1, 1942, the effective date of the tax.

Nine groups of FOOD PRODUCTS were added by OPA to the regulation under which wholesalers and retailers are allowed to pass on "permitted increases" which have already been allowed at the processor level to cover higher production costs. At the same time, two groups -- CANNED SHRIMP and DOMESTIC CANNED CRABMEAT -- were removed from these regulations because they have been placed under fixed mark-up price control.

The General Maximum Price Regulation was formally amended by the Office to state clearly that sales of USED TIN CANS, size No. 10 and larger, to bottlers and other authorized by the WPB to receive them, are subject to price control.

Making it possible for manufacturers of VITRIFIED CLAY SEWER PIPE and allied products to sell and deliver to Government projects in areas beyond their normal territory where shortages exist, the Office set ceilings at 95 percent of the f.o.b. plant price. Delivered prices may be made by adding actual freight from factory to destination point.

Priorities and Allocations

Quotas for the production of REPAIR PARTS for FARM MACHINERY were raised by WPB from 130 percent of the average produced in 1940 and 1941 to 160 percent of the average for the same years.

The Board ordered a 15 percent cut, effective March 1, in the amount of RAYON available for hosiery, underwear and dresses formerly made from nylon and silk. The order, also placing high tenacity viscose rayon yarns of 250 or coarser denier under direct allocation, limits further rayon yarn for civilian use, particularly for the manufacture of hosiery. Producers in many instances will have to convert their facilities during the next six months to production of the high-tenacity yarns called for by the program, further curtailing the amounts of rayon available for consumers.

Strategic Materials

With nickel no longer used in the minting of the coin as a result of a WPB request, the new five-cent piece consists of 56 percent copper, 35 percent silver and 9 percent manganese, the Commerce Department's National Bureau of Standards reported. The elimination of nickel is expected to result in a saving of 300 tons of the critical metal for use in essential war production.

Manpower

With employment stabilization agreements already in effect in more than a score of cities and under development in more than 60 other labor shortage areas, the WMC pointed to the Louisville, Ky., area as an outstanding example of the results that can be achieved under such voluntary plans. Through the employment stabilization plan adopted in that area on November 9, turnover, labor piracy and absenteeism have been substantially reduced. Preliminary figures based upon figures from 21 firms which employ about one-third of all workers in Louisville indicate that turnover was cut more than 50 percent in the first 60 days following the adoption of the plan. Piracy, the Commission said, has been practically eliminated. Absenteeism, much of which was caused by job shopping, has been considerably reduced as a result of the general decrease in turnover.

Stabilization of Wages

The NWLB West Coast Lumber Commission was authorized to rule on applications for voluntary wage increases in the lumber industry in five western States under its jurisdiction, the NWLB announced. The Board delegated to the Commission this authority over wage rates, subject to rules and regulations of the Board. The present action of NWLB extends to the lumber commission wage authority granted by the Board to other special commissions established in other industries since October 3. The Board also amended the original order establishing the Commission to provide that actions of the Commission shall be determined by a majority vote.

In the case of the National Carbon Co., Fostoria, Ohio, and the United Electrical, Radio & Machine Workers of America (CIO), involving approximately 1,200 workers, the NWLB unanimously denied a request by the union for an increase of 5 cents in the hiring rates, and ordered that the job rates and job classifications proposed by the Company be instituted in the plant, as recommended by the Board's panel. The order also directed that a clause providing for voluntary maintenance of membership be incorporated in the contract between the Company and the management. This clause provides that any employee shall have 15 days after January 25 in which to resign from the union if he does not wish to be bound to remain a member for the duration of the contract. The employer members of the Board dissented from the majority on the issue of maintenance of membership.

Labor Disputes

Secretary of Labor Perkins certified to the War Labor Board the following disputes: U.S. Rubber Co., Waterbury, Conn.; DeLaval Separator Co., Poughkeepsie, N. Y.; Northwest Chair Co., Tacoma, Wash.; Air-Way Electric Appliance Corp., Toledo, Ohio; William H. Keller Co., Grand Haven, Mich.; American Rutile Corp., Roseland, Va.; New Indiana Chair Co., Jasper, Ind.; Remington Rand, Inc., New York, N. Y.; Landis Machine Co., Waynesboro, Pa.; Angelus Store Equipment, Inc., Los Angeles, Calif.; and The Swartzbaugh Mfg. Co., Toledo, Ohio.

The U.S. Conciliation Service reported settlement of the dispute of Landis Machine Co., Waynesboro, Pa., and Dress Manufacturers, New York, N. Y.

Appointments and Resignations

B. C. HEACOCK, Peoria, Ill., formerly Director of the WPB Priorities Control Division, was appointed DEPUTY DIRECTOR GENERAL for Distribution. Mr. Heacock succeeds J. A. Krug who has been named WPB Power Director.

H. H. KELLY, Assistant Director and Chief of the Allocation Section of the ODT Division of Motor Transport, was appointed DIRECTOR of the Division of Material and Equipment Requirements. WARREN W. KELLY, formerly Director of the Division, resigned on account of his health but will remain on the staff as a CONSULTANT.

(All information herein is from official sources.)

U. S. DEPARTMENT OF LABOR
WOMEN'S BUREAU
Washington

January 27, 1943

EMPLOYMENT STATUS OF WOMEN IN THE UNITED STATES, 1940
(Women 14 years old and over)

In the labor force	12,845,259
Employed	11,138,178
On public emergency work	457,512
Seeking work	1,249,569

Not in the labor force	37,703,917
In home housework	28,664,744
In school	4,419,712
Unable to work	2,302,502
In institution	409,519
Other and not reported	1,907,440

Employed women	11,138,178
Single	5,335,155
Married, husband present	3,554,721
Widowed, divorced, husband absent	2,248,302

Women not in labor force	37,464,420*
Single	7,623,920*
Married, husband present	24,507,060*
Widowed, divorced, husband absent	5,333,440*

Source: U. S. Census, 1940

*Preliminary

WOMEN NEWLY AVAILABLE FOR LABOR FORCE AS OF APRIL, 1942

Women Newly Available for the Labor Force (Without calling on those with children under 16)		Over 9,000,000
This includes:		
Unemployed 1/		1,000,000
Now at home, able to work, and with no children under 16		7,700,000
Single	1,600,000	
Married	5,400,000	
Widowed, etc.	700,000	
Some additions (that could be made with inducements) from the group classed as "unable to work" (handicapped), and girls withdrawing from school		1,000,000

(Based on "Labor-Force Reserves", Social Security Bulletin, July 1942 and U. S. Census of Population, 1940, P-14, No. 4.)

1/ These women need work, even though some may have children under 16; in the present labor force a small proportion (about one-seventh) are estimated to have children under 16; over half these have children under 10.

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NEWS BUREAU
OFFICE OF WAR INFORMATION
WASHINGTON, D. C.

JANUARY 27, 1943
NO. 651

INFORMATION DIGEST

Casablanca Conferences

White House Secretary Early today said that the story of the Casablanca conferences is complete, "so far as it can be told at the present time," adding that subsequent chapters undoubtedly will be written as events unfold. In this same connection, Secretary of State Hull told reporters that even the State Department has not yet learned all the details on what was said about the political situation in North Africa. Referring to critics of the Administration's foreign policy, particularly of the State Department's handling of North African affairs, Mr. Hull said people who believed the Government to be in error should wait until they were in possession of the facts before making their attacks.

In a press conference held at Casablanca January 24, the President and the Prime Minister reviewed the work of the meeting, announced that the war would not end until the "unconditional surrender" of the Axis, and stated the objectives of the United Nations in 1943: maintenance of the Allies' newly-won initiative and dispatch of all possible aid to Russia and China.

The announcement was made at 10 p.m. EWT, January 26. "The President of the United States and the Prime Minister of Great Britain have been in conference near Casablanca (French Morocco) since January 14. They were accompanied by the combined Chiefs of Staff of the two countries.... For ten days the combined staffs have been in constant session, meeting two or three times a day and recording progress at intervals to the President and Prime Minister. The entire field of the war was surveyed theatre by theatre throughout the world, and all resources were marshalled for a more intense prosecution of the war by sea, land, and air."

The War Front

American Flying Fortresses made a large-scale attack on the German naval base of Wilhelmshaven, while Liberator bombers attacked other targets in northwestern Germany. Results were difficult to observe, but the bombers, unescorted did destroy a number of enemy fighters. This was the first time U. S. planes had dropped U. S. bombs on German soil.

Allied forces have regained positions in the Ousseltia Valley of northeastern Tunisia and in the mountains east of the Valley, an Allied communique said today. These positions have been taken in recent actions by German forces moving down the Ousseltia Valley southwest of Pont du Fahs, but now that they have been recaptured, Allied forces are consolidating the territory.

Air activity was slight over Tunisia. The communique said four enemy planes had been destroyed against an Allied loss of two aircraft. Two planes of a small force of Axis fighter-bombers attacking Allied airfields were shot down, and two more of a small formation bombing the Algiers area were downed.

On a reconnaissance mission over Japanese-held Wake Island, American planes are believed to have shot down two of eight intercepting Zero fighters, the Navy announced today. All U. S. planes returned safely. The action took place Monday, January 25, and was the first reported over Wake since American airmen dumped 75,000 pounds of bombs on the Island during the night of December 23-24.

In the South Pacific, on January 26, Flying Fortresses heavily bombed the Japanese airfield on Ballale Island in the Shortland Island area, starting fires in the embankments. Only weak antiaircraft fire was encountered.

American bombers of the Tenth U. S. Air Force Command raided Japanese installations at Rangoon and Manadalay and with fighter escort attacked rail communications in northern Burma, a communique announced today.

The Navy announced the torpedo sinking of a small British merchant vessel late in December in the South Atlantic off the east coast of South America. Survivors were landed at Miami.

War Casualties

The War Department made public the names of 459 American soldiers who are held as prisoners of war by the Japanese in the Philippine Islands and Formosa. The list includes 327 officers and 129 enlisted men of the U. S. Army, and 3 officers of the Army Nurse Corps. In each case, the next of kin -- residing in the 48 States, the District of Columbia, Canada and Cuba -- has been notified by the Department.

Production

Latest estimates indicate that the gross value of manufactured products in 1942 was $121,000,000,000, as contrasted with $94,000,000,000 in 1941, Commerce Secretary Jones said.

Wages and Hours

From now on, following a ruling by Labor Secretary Perkins, double time may be paid for the seventh consecutive day of work only when all seven days fall in the same work week.

Agriculture

Appeals from rationing orders administered by the Director of Food Production may be made through a simplified and uniform procedure, details of which have been announced by the Agriculture Department. Available to persons who feel that they have suffered undue hardships under rationing orders, and who cannot obtain relief through the appeal procedure provided in a rationing regulation, the new appeal procedure states that persons seeking relief must file a written statement, containing reasons why relief is sought, with the Director of Food Administration, Washington, D. C. The decision will be in writing and will be final. The director may grant relief from any such rationing orders provided such relief does not defeat or impair the effectiveness of the rationing program. At this time only farm machinery is being rationed through the Food Production Administration.

An indemnity-payment program which will assure to American farmers, at reasonable prices, urgently needed supplies of binder twine for harvesting their 1943 grain crops, and at the same time utilize surplus low-grade cotton, was announced by the Department. War conditions have critically limited imports of henequen and sisal fiber, from which twine for harvesting grain has been made in the past, and the needs of the U. S. armed forces for these fibers for marine cordage and other purposes have greatly increased. Twine manufacturers, under the program, will receive the amount by which the cost of cotton yarn exceeds 7 cents a pound net weight, with a maximum payment of 25 cents a pound, but cotton yarn so used must be purchased or contracted for purchase by June 30, 1943 and manufactured into twine by September 30, 1943. Utilization of up to 75,000 bales of low-grade cotton -- or approximately 30,000,000 pounds of cotton yarn -- is contemplated.

A second amendment to Food Distribution Order No. 1, applicable to the nation's baking industry, was issued by Agriculture Secretary Wickard. The amendment, effective immediately, bans the consignment selling of all bakery products in addition to bread and rolls designated in the original order which became effective January 18; permit the sale of sliced bread in 1-pound or heavier loaves (until March 18) to restaurants or other institutions serving meals and accepting single delivery of not less than 20 pounds; prevent grocery, delicatessen and other stores from slicing bread for sale to their customers; and eliminate the restrictions on the printing of wrappers for bread, rolls or other bakery products.

WPB's recent revision of its order providing for electric service connections to farms makes possible the extension of this production aid to thousands of farms engaged in livestock, dairy and poultry production which could not obtain service under prior regulations, the Department stated. Under the revised regulations, the prospective consumer must be in a position to use electric service to operate equipment for farm production and must have livestock on hand which, together with his estimated production of livestock for market, totals not less than 10 animal units. The length of connection may be as much as 100 feet per animal unit, but, except upon special authorization from WPB, may not exceed 5,000 feet total length. The prospective consumer's application for service must be accompanied by certification from his USDA War Board that the connection will result in a substantial increase in farm production or a substantial saving of farm labor.

Stocks of wheat in interior mills, elevators and warehouses on January 1 are estimated by the Crop Reporting Board at 235,221,000 bushels, the largest in nine years for that date -- 6 percent larger than the previous record stocks held on January 1, 1942, and more than twice as large as the 7-year average of 113,046,000 bushels. These estimates include wheat owned by the CCC which is stored in interior mills, elevators and warehouses and attached bins, but do not include 48,000,000 bushels of wheat reported as owned by the CCC on December 31, 1942 and stored off farms in CCC steel and wooden bins.

Maximum Prices

A pamphlet released by the OWI -- "Your War and Your Wages" -- describes democracy's technique for meeting its war problems, as workers, farmers, industry and Government "sitting across the table where the grievances of each get top attention and where the demands of any group must be good to get by the others." The pamphlet, a small, concise booklet, describes the responsibilities which national groups must assume in building a war economy powerful enough to destroy the Axis. To control the cost of living and the cost of war, workers' wages must be stabilized, farm prices controlled, corporation profiteers abandoned, and individual salaries limited. Copies of the pamphlet may be obtained by writing to the Division of Public Inquiries, OWI.

A uniform nationwide ceiling price has been set by OPA on RE-USABLE STRUCTURAL STEEL SHAPES, PLATES and SHAFTING. Effective February 1, sales to consumers of crop ends of new shapes, plates and bars which accumulate in shipbuilding and other fabrication plants will carry a uniform ceiling price of 2.75 cents per pound at shipping point. More than $25,000,000 will be saved the Government and heavy industry in 1943 through the OPA action ordering reductions in foundry prices of 3 cents per pound for ALUMINUM, 3 cents per pound for MAGNESIUM, and 1½ cents per pound for COPPER BASE CASTINGS, effective February 1.

OPA placed CANNED SHRIMPS from the Gulf of Mexico and the southeastern Atlantic coast under a specific dollars-and-cents regulation at the canner's level. Packer's prices -- previously frozen at irregular levels by the General Maximum Price Regulation -- are leveled off, and an over-all increase of about 4 percent to cover increased costs since March 1942 is provided. Because the individual March 1942 packer ceilings on MAPLE SYRUP reflected 1941 crop costs -- about 30 percent lower than those for the 1942 output -- the Office set specific maximums for packer sales of the syrup at levels reflecting these higher replacement costs, and also established maximum prices for sale by producers to packers. As a result, consumers who purchase maple syrup direct from packers probably will find the ceiling prices approximately 6 cents a pound higher than they were under the General Regulation.

The Office authorized regional offices, or offices designated by them, to make any price adjustments in ICE as may be necessary to eliminate or substantially reduce local shortages of the product. The ruling is effective February 2.

Independent collectors selling GREASE to renderers under WPB's salvage campaign now may secure the maximum price of 7 cents a pound for the product only in those areas in which there was no collection service available before introduction of the Board's drive, OPA said. In all other areas, however, the maximum price which independent collectors may receive will be 5 cents per pound.

Rationing

When point rationing goes into effect -- the date has not yet been announced -- each person registering must declare his excess stocks of canned goods. An allowance of five cans will be made for each consumer, OPA announced, but all cans in excess of five must be declared, and a deduction of an eight point stamp per can will be made. This ruling applies only to cans of rationed foods of eight-ounce size and larger.

Transportation

To insure the continued movement of war workers, ODT increased the monthly mileage which new buses may operate. The mileage limitation for city buses was advanced from 2,000 to 3,000 miles a month, and the mileage for inter-city buses from 4,000 to 6,000 miles a month. The action, effective February 1, affects 2,528 buses operated by 335 companies.

Stabilization of Wages

In its General Order No. 27, the NWLB delegated to the National Housing Agency Administrator authority to rule on wage and salary adjustments of employees of the Federal Public Housing Authority, the Defense Homes Corporation and property managers of Defense Homes Corporation projects. Approximately 1,500 employees are covered by the action. In decentralizing the wage and salary functions assigned to the Board by the wage stabilization order, this move is in line with previous Board orders granting the Army, Navy, Federal Reserve System, U. S. Employment Service and the Interior Secretary similar authority.

Strategic Materials

Following WPB approval of the project, work is scheduled to begin in March on a second big oil pipeline, which will deliver 235,000 barrels of petroleum products daily from the Beaumont-Houston area, Tex., to tank car loading points at Norris City, Ill., and Seymour, Ind. In announcing the building of the 836-mile, 20-inch pipeline, Petroleum Administrator Ickes said operation would result in a net additional delivery by tank car of 110,000 barrels of petroleum products daily to the East. The Defense Plant Corporation will be asked to finance the project, which is to be built for the Government by War Emergency Pipelines, Inc., and is expected to be completed on or about September 1. Estimated cost is $44,000,000.

Leighton H. Peebles, Director of WPB's Communications Equipment Division, said it is estimated that 1943 use of copper in the wire communications industry for maintenance and operation of the domestic telephone and telegraph networks will total about 12,000 tons. Present estimates of the Bell Companies -- making up about 80 percent of the domestic wire communications network -- indicate, however, that copper in the form of scrap will be returned to the nation's stockpile during 1943 in amounts equal to, or possibly greater than, the total tonnage of new copper withdrawn by companies of the Bell System. Telephone and telegraph companies used approximately 35,000 tons of copper in their domestic operations during 1942, and between 90,000 and 100,000 tons the year before.

Construction

Following the policy of curtailing construction which does not contribute directly to the war effort, WPB announced that projects having a total cost of $56,344,612 were stopped during the week ended January 22. This brings to $1,271,195,509 the total cost of all projects which have been stopped by the programming agency of the Board since October 23, 1942, when the WPB Facility Review Committee was established to reappraise the essentiality of construction projects.

Navy

Although the Navy has already been lent 7,349 binoculars for the duration of the war, it needs 5,000 more at once to supplement commercial output. Because of the difficulties of maintenance and repair, the Department has asked owners to send only Zeiss and Bausch and Lomb glasses in 6x30 or 6x70 sizes. Binoculars, upon receipt and acceptance, are carefully marked with the sender's name and address so that they may be returned after the war, and donors are given $1 to comply with regulations banning acceptance of gifts or free loans by the Government.

Welfare of the Armed Forces

OWI reported 13 hospitals are now in operation for rapid treatment and rehabilitation of women who have become carriers of venereal disease to the armed forces. The hospitals -- whose doctors, nurses and technical personnel will be supplied by the U.S. Public Health Service -- also provide some vocational guidance in addition to medical cures, aiding the women, after release, to obtain employment and a living wage. The Public Health Service developed the program, while cooperating groups are the Social Protection Section of the Office of Defense Health and Welfare Services, the FWA, WMC, and State and local health departments. Funds are largely provided by the Lanham Act, and only existing facilities such as established hospitals and vacant CCC camps are used.

Priorities and Allocations

At the request of military and civil authorities concerned with pilot training, WPB froze in the hands of their owners LIGHT PLEASURE AIRCRAFT and LINK TRAINERS. The order -- the first one initiated by Charles E. Wilson, Production Vice Chairman -- prohibits any form of transfer or lease of the specified planes except by the armed services, U. S. Government agencies, licensed air carriers and manufacturers. Transfers or rentals by others must be authorized by the WPB Director General for Operations. Planes affected -- numbering about 22,000 in the U. S. -- are those powered by single engines of 500 horsepower or less, used to train prospective pilots. Blind flying is taught with Link trainers.

The WPB order affecting kitchen, household and other miscellaneous articles was revised to permit limited production of HAND CLOTHES WRINGERS (but with certain restrictions) and to permit production of certain items for use on SHIPBOARD, such as iron and steel curtain rods, drapery hooks and towel bars and racks, for which no practicable substitute materials have been found. Weight of metal that may be incorporated into FLOURESCENT LIGHTING FIXTURES for use with hot cathode tubes and bulbs, if manufactured after May 4, must be restricted to the amounts specified in Limitation Order L-78 as amended today by the Board. Also included is a clause forbidding, with certain exceptions, the use of metal after February 9 in the manufacture of shields, louvres, or baffles for fluorescent lighting units.

With a view to permitting the manufacture of LOW-PRESSURE CAST IRON BOILERS for war housing and civilian replacement needs and conversions, as well as for military and hospital requirements for heating equipment, WPB relaxed previously established restrictions. Manufacturers may now use iron and steel in each of the first two calendar quarters of 1943 in an amount equal to 4.5 percent of the metal which they put into process in the manufacture of component parts of boilers during the calendar year of 1940. Of this weight of iron and steel, a limited amount may be shipped as complete boilers. Despite the fact that installation of any metal tank built of copper, copper base alloy, non-ferrous metal, stainless steel or monel metal is banned, except for use on aircraft or shipboard, installation of UNDERFIRED STORAGE WATER HEATERS containing tanks made of these metals is not prohibited if the heaters were assembled prior to December 19, 1942.

ROTENONE was placed under allocation, as estimates for 1943 indicate that the available supply will be less than 50 percent of the demand. The Far East was originally the source of more than 60 percent of our rotenone, and now imports from Peru and Brazil have been limited by shipping difficulties and by the time required to expand production.

A 60-day "frozen" period has been established to apply to the schedules of MACHINE TOOL PRODUCERS. To remove the delay in obtaining some essential mechanical power transmission equipment and to solve production problems that have arisen, the restrictions on the purchase of USED CONVEYING MACHINERY and MECHANICAL POWER TRANSMISSION EQUIPMENT have been eliminated. Certain replacement and repair parts are exempted from the restrictions on the use of critical materials, but non-metallic parts may not be replaced with metal parts nor may steel be used to a greater extent in replacement and repair than in the original order.

So that further action may be taken or amendments issued by the Rubber Director as well as by the Director General for Operations, WPB amended six of its orders on RUBBER, BALATA, RUBBER PRODUCTS, CHLORINATED and SYNTHETIC RUBBER.

Labor Disputes

Secretary of Labor Perkins certified to the War Labor Board the following disputes: International Harvester Co., Fort Wayne, Ind.; Smalley General Co., Bay City, Mich.; Acme Chair Co., Reading, Mich.; and Milk Dealers Association, Cleveland, Ohio.

Appointments

W. R. TALBOT, Acting Chief of the WPB General Salvage Branch since the resignation of R. K. White on January 9, was appointed CHIEF of that Branch. He was formerly Deputy Chief of the General Salvage Section of the Bureau of Industrial Conservation.

NATHANIEL G. SYMONDS, Chief of the Orders and Regulations Branch in WPB's Distribution Bureau, was appointed CHIEF of the Industrial and Hardware Supplies Branch in the recently created Wholesale and Retail Trade Division. The Industrial and Hardware Supplies Branch replaced the former Distributors Division, abolished at the time the Wholesale and Retail Division of the Consumer Goods Bureau was set up with John A. Hurley as Director.

CARL W. MAYERS, formerly with the Republic Steel Corp., Massillon, Ohio, and JAMES A. ROWAN, formerly News and Markets Editor of the magazine "Iron Age," were appointed SPECIAL ASSISTANTS to the Director of the WPB Steel Division.

WILLIAM POWER MALONEY, Special Assistant to the Attorney General, was named CHIEF of the Justice Department's Criminal Division. He succeeds M. Neil Andrews, who last month was made U. S. Attorney for the Northern District of Georgia.

(All information herein is from official sources.)

U. S. Department of Labor
WOMEN'S BUREAU

Jan. 26, 1943

MANPOWER ESTIMATES - December 1940 - December 1943

	December 1940			December 1941			December 1942			December 1943		
		Women			Women			Women			Women	
	Total	Number	Percent	Total	Number	Percent	Total	Number	Percent	Total	Number	Percent
(In millions)												
Total Labor Force plus Armed Forces	54.2	12.5	23.1	56.1	13.8	24.6	59.8	15.5	25.9	62.5	✓ 17.4	27.8
Armed Forces	.8			2.1			6.4	(1)		10.7	.2	1.9
Unemployed	7.1	1.9	26.8	3.8	1.2	31.6	1.5	.6	40.0	1.0	.4	40.0
Total employed	46.3	10.6	22.9	50.2	12.6	25.1	51.9	14.9	28.7	50.8	✓ 16.8	33.1
Munitions Industries 2/	4.9			6.5			8.7	1.6	18.4	10.5	2.9	27.6
Essential non-agricultural industries 3/	5.8			6.5			7.7	1.5	19.5	8.0	1.9	23.8
Agriculture	8.7	.4	4.6	8.3	.5	6.0	8.9	.9	10.1	8.9	1.0	11.2
Other industries	26.9			28.9			26.6	10.9	41.0	23.4	11.0	47.0

1/ 40,000.

2/ Manufacturing industries primarily devoted at the present time to the manufacture of war equipment and supplies other than food and clothing. The employment shown in the table also includes employees working on non-war work in those industries. The following industries are included: Ordnance and accessories, including products of Government manufacturing establishments; tranpsortation equipment, including shipbuilding, aircraft, railroad cars, and locomotives; automotive industry; iron and steel and their products; nonferrous metals and their products; electrical machinery; other machinery; rubber products; chemicals; explosives; ammunition; professional and scientific instruments; photographic equipment; optical goods; fire extinguishers, and petroleum refining.

3/ Processing of food and kindred products; lumber, metal mining, anthracite and bituminous coal mining; petroleum production and drilling; transportation; telephone and telegraph; electric and gas utilities; Government war agencies, including War and Navy Departments, excluding manufacturing establishments; Office for Emergency Management, including War Production Board and War Manpower Commission; Office of Price Administration, etc. Other industries such as construction, that may be considered essential are not included. Those industries are not included because they are expected to decline and will provide some of the workers neede in expanding industries.

Source: War Manpower Commission

11/10/42

PRELIMINARY ESTIMATES[1] OF LABOR FORCE, WAR AND NONWAR EMPLOYMENT, BY SEX, DECEMBER 1941 TO DECEMBER 1943

(in millions of persons)

	December 1941				December 1942				December 1943			
	Total	Male	Female	% F	Total	Male	Female	% F	Total	Male	Female	% F.
Labor Force excluding Armed Forces	54.0	40.2	13.8	26	53.5	37.9	15.6	29	53.5	35.1	18.4	34
Unemployed	3.8	2.6	1.2	32	1.5	0.9	0.6	40	1.0	0.6	0.4	40
Employed	50.2	37.6	12.6	25	52.0	37.0	15.0	29	52.5	34.5	18.0	34
						-16%	19% [illegible]					
Agriculture	8.3	7.8	0.5	6	8.1	7.5	0.6	7	7.9	7.1	0.8	10
Nonagriculture	41.9	29.8	12.1	29	43.9	29.5	14.4	33	44.6	27.4	17.2	39
Self-employed, proprietors, and domestic servants	5.8	3.0	2.8	48	5.3	2.8	2.5	47	5.0	2.7	2.3	46
Employees	36.1	26.8	9.3	26	38.6	26.7	11.9	31	39.6	24.7	14.9	38
War	6.9	5.5	1.4	20	17.5	13.5	4.0	23	20.0	14.0	6.0	30
Nonwar	29.2	21.3	7.9	27	21.1	13.2	7.9	37	19.6	10.7	8.9	45

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[1] Subject to revision

Source: Bureau of Labor Statistics and Bureau of Employment Security
October 28, 1942

Note: These estimates will be extended to cover the major industries for which manpower requirement estimates have been made.

Reports and Analysis Division
Bureau of Employment Security
Social Security Board
October 28, 1942

Revised Estimates of Manpower Requirements, 1/ December 1941 to December 1943
(In millions of persons)

	December 1941	June 1942	December 194~~3~~2	June 1943	December 1943
	-- IN MILLIONS OF PERSONS --				
Total Labor Force	56.1	59.9	59.0	65.4	~~62.5~~ 63.2
Armed Forces 2/	2.1	3.8	5.5	7.3	~~9.0~~ 9.7
Labor Force, excluding Armed Forces	54.0	56.1	53.5	58.1	53.5
Unemployed	3.8	2.8	1.5	1.8	1.0
Employed	50.2	53.3	52.0	56.3	52.5
Agriculture	8.3	11.5	8.1	11.5	7.9
Nonagriculture	41.9	41.8	43.9	44.8	44.6
Self-employed, proprietors and domestic servants	5.8	5.2	5.3	5.2	5.0
Employees	36.1	36.6	38.6	39.6	39.6
Manufacturing	13.6	14.3	16.5	17.8	18.6
Mining	1.0	0.9	0.9	1.0	1.0
Construction	1.9	2.0	1.7	1.7	1.0
Transportation and Public Utilities	3.3	3.5	3.5	3.6	3.7
Wholesale and Retail Trade	7.5	6.6	6.5	5.9	5.5
Finance, Service and Misceallaneous	4.2	4.3	4.1	4.0	4.0
Government	4.6	5.0	5.4	5.6	5.8
Nonagricultural employees	36.1	36.6	38.6	39.6	39.6
War	6.9	12.5	17.5	19.3	20.0
Nonwar	29.2	24.1	21.1	20.3	19.6

1/ Military production requirements based upon munitions and construction expenditures approximating $70 billion (annual rate) in December 1942 and $80 billion to $85 billion in December 1943.

2/ Unofficial, based on data released prior to December 7, 1941, and statements published since.

Source: Bureau of Labor Statistics and Bureau of Employment Security.

Revised September 11, 1942

Reports and Analysis Division
Bureau of Employment Security
Social Security Board
September 11, 1942

SUPERSEDED

Jewett
file

U. S. Department of Labor, WOMEN'S BUREAU, Washington

ESTIMATED CHANGES IN EMPLOYMENT BY SEX

Source - U. S. Bureau of Labor Statistics, Department of Labor
(In millions of persons)

Type of employment	First Quarter 1942			Fourth Quarter 1942			Fourth Quarter 1943		
	Total	Women		Total	Women		Total	Women	
		Number	Percent		Number	Percent		Number	Percent
Total	49.1	12.4	25	50.8	14.6	29	52.2	17.6	34
Non-agricultural employment 1/	40.7	11.8	29	42.3	13.9	33	44.0	16.8	38
War employment	8.5	1.0	12	15.0	2.5	17	20.0	4.0	20
Non-war employment	32.2	10.8	34	27.3	11.4	42	24.0	12.8	53
Agricultural employment	8.4	.6	7	8.5	.7	8	8.2	.8	10

1/ Includes manufacturing, transportation, finance, construction, government employment, trade, self-employed, etc. - does not include the armed forces.

U. S. Department of Labor
WOMEN'S BUREAU

Jan. 26, 1943

MANPOWER ESTIMATES - December 1940 - December 1943

	December 1940			December 1941			December 1942			December 1943		
		Women			Women			Women			Women	
	Total	Number	Percent	Total	Number	Percent	Total	Number	Percent	Total	Number	Percent
(In millions)												
Total Labor Force plus Armed Forces	54.2	12.5	23.1	56.1	13.8	24.6	59.8	15.5	25.9	62.5	17.4	27.8
Armed Forces	.8			2.1			6.4	(1)		10.7	.2	1.9
Unemployed	7.1	1.9	26.8	3.8	1.2	31.6	1.5	.6	40.0	1.0	.4	40.0
Total employed	46.3	10.6	22.9	50.2	12.6	25.1	51.9	14.9	28.7	50.8	16.8	33.1
Munitions Industries 2/	4.9			6.5			8.7	1.6	18.4	10.5	2.9	27.6
Essential non-agricultural industries 3/	5.8			6.5			7.7	1.5	19.5	8.0	1.9	23.8
Agriculture	8.7	.4	4.6	8.3	.5	6.0	8.9	.9	10.1	8.9	1.0	11.2
Other industries	26.9			28.9			26.6	10.9	41.0	23.4	11.0	47.0

1/ 40,000.

2/ Manufacturing industries primarily devoted at the present time to the manufacture of war equipment and supplies other than food and clothing. The employment shown in the table includes employees working on non-war work in those industries. The following industries are included: Ordnance and accessories, including products of Government manufacturing establishments; transportation equipment, including shipbuilding, aircraft, railroad cars, and locomotives; automotive industry; iron and steel and their products; nonferrous metals and their products; electrical machinery; other machinery; rubber products; chemicals; explosives; ammunition; professional and scientific instruments; photographic equipment; optical goods; fire extinguishers, and petroleum refining.

3/ Processing of food and kindred products; lumber, metal mining, anthracite and bituminous coal mining; petroleum production and drilling; transportation; telephone and telegraph; electric and gas utilities; Government war agencies, including War and Navy Departments, excluding manufacturing establishments; Office for Emergency Management, including War Production Board and War Manpower Commission; Office of Price Administration, etc. Other industries such as construction, that may be considered essential are not included. Those industries are not included because they are expected to decline and will provide some of the workers neede in expanding industries.

Source: War Manpower Commission

OFFICE OF WAR INFORMATION
NEWS BUREAU
WASHINGTON, D. C.

JANUARY 25, 1943
NO. 649

INFORMATION DIGEST

Lend-Lease Program

The cumulative value of U. S. Lend-Lease aid from March 11, 1941, -- date of its inception -- to December 31, 1942, was $8,253,000,000, and of this amount 79 percent was for goods transferred and 21 percent for services rendered, Lend-Lease Administrator Stettinius reported to Congress today. Total value of such aid in 1942 alone was $7,009,000,000, or more than five times that of the year before. About 90 percent of the goods transferred to the governments of lend-lease countries have been exported -- total lend-lease exports from March 1941 to December 31, 1942, were valued at $5,959,000,000, military items representing $3,300,000,000 of this. Twenty-two percent of all lend-lease exports during this period were industrial materials and equipment, valued at $1,330,000,000; another 22 percent of all such exports were agricultural products, valued at $1,329,000,000. Last year, only 5 percent of our total meat supply and 23 percent of our total cheese supply went for lend-lease exports. But of our total 1942 production of tanks and combat planes, about one of every three has gone to our Allies, by lend-lease and direct cash purchase.

Lend-lease countries, said Mr. Stettinius, have paid us in cash for more supplies than they have received under the program, but since March of last year, monthly lend-lease exports have exceeded non-lend-lease exports, and in the last three months more than two-thirds of total U. S. exports were lend-lease.

"Lend-Lease," Mr. Stettinius said, "is not a loan of money. Nor has it ever been an act of charity. The Lend-Lease program of providing goods and services to nations resisting the Axis aggressors was undertaken for the defense of this country and has been carried out in the interests of the people of the United States. We have aided other peoples under lend-lease because their interests coincided with our interests." Lend-Lease shipments have already played an important part in the war, but even so, they have formed only "one of many streams flowing into the pool of United Nations resources." Until last spring, Great Britain, with a population one-third the size of ours, was producing more arms than we were, and since the beginning of the war more Nazi soldiers have been killed by Russian-made weapons than on all the other war fronts combined.

Earlier Mr. Stettinius reported that in addition to the other benefits which the U. S. receives in return for lend-lease aid, our Allies are providing us with supplies and services as reciprocal lend-lease. Such aid -- provided without dollar payment on our part -- is of "very large proportions" and has already saved this country millions of tons of shipping space and hundreds of millions of dollars. "Like out-going lend-lease, reciprocal aid is speeding the process by which the United Nations are mobilizing their full offensive power for use against the enemy," he said. Reports up to January 15 showed that supplies, other than construction materials, received by U. S. forces in the United Kingdom from May to November 1942 would have taken 1,200,000 ship tons if shipped from this country. This figure represents more than the tonnage of supplies sent to American troops in the United Kingdom during that period. Supplies received by U. S. forces in the South and Southwest Pacific areas from Australia and New Zealand have already included more than 100,000,000 pounds of food, including beef, veal, pork, lamb and mutton, eggs, milk and butter. We are shipping almost no food to American forces in those areas, and are thus able to use the shipping space saved for tanks and guns.

The U. S., Mr. Stettinius said, receives reciprocal aid under the terms of the Lend-Lease Act and the master lend-lease agreements concluded with Great Britain, China, the U.S.S.R. and seven other governments. Also, reciprocal aid agreements applying specifically to aid furnished to U. S. forces overseas have been concluded with the United Kingdom, Australia, New Zealand and Fighting France.

Here are some of the salient facts on reciprocal lend-lease aid, as listed by Mr. Stettinius: A large proportion of U. S. troops and U. S. Army supplies is carried from the U. S. to the United Kingdom on British transports and cargo vessels, and U. S. troops and supplies are moved within the United Kingdom -- all without cost to us. The British Government has been paying $240,000 a week in wages for civilian workers in the direct employ of U. S. forces. Great Britain provided two-thirds of the warships and transports used in the original landing in the North African campaign. Australia and New Zealand have devoted a large part of their construction industry to building airfields, barracks, depots, repair plants, roads and many other Army and Navy facilities for U. S. forces. The U. S. Air Forces in China are being supplied in part from the reserve stocks of the Chinese Government. Fighting France is providing supplies and services in New Caledonia and Equatorial Africa, and Belgium is furnishing reciprocal aid to our forces in the Belgian Congo.

The War Front

Announcing the end of Japanese resistance in Papuan New Guinea -- "The destruction of the remnants of the enemy forces in the Sananada area concludes the Papuan campaign. The army of Lt. Gen Tomatori Horii has been annihilated." -- Gen. MacArthur's communique described a new form of campaign primarily involving the continuous, calculated application of air power. This new method of warfare, tested and proved in New Guinea, points the way to the ultimate defeat of the Japanese in the Pacific. "The offensive and defensive power of the air and the adaptability, range and capacity of its transport in an effective combination with ground forces," he said, "represent tactical and strategical elements of a broadened conception of warfare that will permit the application of offensive power in swift, massive strokes rather than the dilatory and costly island-to-island advance that some have assumed to be necessary..." The headquarters communique also announced that a Flying Fortress attack on the Rabaul airdromes early January 24 left fires visible for 75 miles. The same day, a single American B-24 Liberator bomber fought nine Zero fighters to a standstill near Wewak, on the north coast of New Guinea, destroying two of the enemy's planes.

U. S. forces on Guadalcanal have captured Kokumbona (seven miles west of Henderson field) and seized quantities of stores and equipment, the

Navy reported in Communique No. 261. Many actions took place between January 22 and January 24: our troops attacked several Japanese positions west of Guadalcanal airfield, taking 6 important elevations and killing 110 Japanese, and in other actions killed 91 Japanese and took 40 prisoners; U. S. aircraft bombed and damaged a large enemy destroyer and a cargo ship in the Shortland Island area; both air and surface forces successfully bombarded enemy positions on Kolombangara Island in the New Georgia group, leaving fires indicating that the enemy-held area was completely burned out; enemy planes raided our positions on Guadalcanal.

The Navy reported the torpedo sinking of a small British merchant vessel early in January in the South Atlantic off the east coast of South America. Survivors have been landed at Miami.

Agriculture

WMC Chairman McNutt has given Agriculture Secretary Wickard the unified responsibility of supplying labor for war production on farms. Consolidating functions previously divided between the U. S. Employment Service and the Agriculture Department, the WMC directive brings together, in the Agriculture Department, the responsibility for recruiting and placing farm labor, the determination of needs and of areas of supply, the transportation of farm workers to shortage areas and the determination of war-essential crops. The Commission continues to control over-all manpower policies and standards, including those affecting agriculture, and to determine Selective Service standards applying to agriculture; it will also be responsible for "continuous review and appraisal of the agriculture labor program."

The Department will be responsible for all labor concerned with or incident to regular farming operations but not for labor for manufacturing or commercial operations. It will handle all operating functions for the importation of farm workers from outside the country, subject to policies of the WMC, and will mobilize and direct the use of local supplies of labor for agriculture.

In a joint press conference Mr. McNutt and Mr. Wickard said that unless 3,500,000 persons are placed on farms by the time the seasonal peak is reached this summer, agriculture in general faces a breakdown. In December, 8,900,000 persons were engaged in farming, and if production goals are to be met this year, this figure must be increased to more than 12,000,000. Pointing out that during the past two years agriculture lost an average of 1,500,000 workers a year, Mr. Wickard said the Agriculture Department field agencies might arrange for the closing of schools during weeks when there was a critical farm labor shortage. Both men stressed the need for farm families to leave subsistence farms for farms where full production can be obtained, emphasizing that the reduction in the number of units required for deferments did not mean that the standards of production for war goals had been reduced likewise.

Asked if he foresaw the closing down of small firms to meet the over-all manpower problem of war industry and agriculture, Mr. McNutt said, "not necessarily, but every man should ask himself today if he is doing something essential to the war effort. It not, he should move into something essential." The relaxation of production standards, set forth in the Selective Service Directive of last week which was designed to increase deferments of farmers, Mr. McNutt said, represented a "meeting of minds" among the WMC, the Agriculture Department and the Senate Agricultural Committee.

In his annual report to President Roosevelt, Secretary Wickard said that well-directed farm activity, combined with exceptional growing weather, had enabled agriculture in 1942 to answer the Food for Freedom call with phenomenal production well adapted to the need -- a record output for the fourth year in succession. Yields averaged 13 percent greater than those of the previous record in 1941, and 14 and 16 percent higher than those of 1940 and 1937, the next highest years. Production of livestock and dairy products broke all previous records. Total food production was about 10 percent higher than in 1941.

Manpower

WMC Chairman McNutt told a press conference the average work week must be lengthened to 48 hours for maximum production, adding that the average in war plants is about 46 hours, but in other industries it is lower. Emphasizing that he did not favor any change in the minimum 40-hour work week established for straight-time wage purposes, he said the proposed 48-hour week for war workers would mean overtime for anything over 40 hours. When asked how the WMC was going to supply 2,000 miners which the Office of Solid Fuels Coordinator contends are necessary to step up production in mines in the West, he said, "We'll recruit the country over."

Over a million man-days were saved for war production last year through the accident prevention program of the Labor Department, Secretary Perkins reported. About 66 percent of the 10,755 war plants serviced by this committee greatly reduced accident frequency rates. Of the war plants visited in 1942 by the Department's 554 safety engineers, about 42 percent had no formal safety programs and were paying no special attention to safety, and about 27 percent more had partial safety programs which were not successful in cutting down accidents. As a result of the special agents' recommendations to management, Miss Perkins stated, 545 plants employed full-time safety engineers, 1,075 plants designated a top-operating official as the responsible head of the safety organization, and 5,230 plants established joint labor-management safety committees.

Rubber Production

Norepol, the rubber substitute made from vegetable oils, is now getting into commercial production. Six months ago the Agriculture Department announced that Norepol had been made in the Northern Regional Research Laboratory at Peoria, Ill. Now, two companies making rubber according to the Norepol formula have given the product trade-names of their own, other companies are turning out a finished product under the name of Norepol, and some are making an intermediate material and selling it to manufacturers of rubber articles for the ultimate consumer. Although actual commercial production is now under way, with nearly 100 tons already made and passed into consumer hands, reliable estimates indicate a minimum 1943 demand of 12,000 tons. The Research Administration estimates that even a much larger tonnage than this could be turned out each year, but Research Administrator Auchter emphasized that even under the most favorable conditions, not enough of the new product can be made during the coming year to supply more than a small fraction of the amount of rubber needed in this country.

Army

Health conditions of American troops in North Africa are excellent, despite danger of disease and the worst rainy season there in years. Statistics are not complete, but according to Army Surgeon General Magee, sickness is running not much over 1 percent. Describing a recent visit to North Africa, Gen. Magee said the men are living in great danger of disease -- in one city there was plague, leprosy, smallpox, typhus, dysentery of all kinds and skin diseases. Venereal disease and malaria will be two of our greatest medical problems in North Africa, he added. Malaria, expected to be worse in summer, has been combatted by using screens and head nets, clearing underbrush, administering quinine and carefully screening cases to prevent infection.

The War Department is asking radio and photographic amateurs to sell their shortwave communication and motion picture equipment to the Army Signal Corps. A purchasing mission has already begun a tour of major cities. Wanted are shortwave radio transmitting sets ranging from 25 to 450 watts and corresponding receivers, also capacitors, resisters, and installation material; especially needed are audio-frequency and radio-frequency signal generators and oscilloscopes, precision AC and DC voltmeters, ammeters, miliameters and other equipment for testing. In motion picture equipment, the Army wants high speed cameras, projectors, sound equipment, printers and film examining machines for 16 and 35 mm. motion picture films.

Stabilization of Wages

To meet a hospital emergency employment situation which has threatened the health of many communities, the NWLB authorized non-profit hospitals throughout the nation to make wage or salary adjustments for their employees without Board approval. The Board exempted the non-profit hospitals from its wage and salary stabilization regulations because of appeals from hospitals in some sections of the country reporting the loss of employees due to comparatively low wage schedules.

Health and Welfare

Medical services will be rationed for the duration of the war and for several years after its end, Dr. George Baehr, Chief of the OCD Medical Division, said, and Americans no longer will enjoy the "luxury" medical attentions to which they have become accustomed. Among these are: full-time attention of one or two private nurses when the nature of the illness is such that a nurse could attend other patients in nearby rooms; hospitalization for "rest" or clinical diagnosis; and calling of a physician for home treatment when the patient could be taken safely to the doctor's office or treated at home on the basis of telephone instructions. Adequate medical care, however, will still be available for the country's civilian population.

Rationing

OPA set the value of householder (class 1) fuel oil ration coupons at 9 gallons for the fourth heating period in the 17 eastern States and the District of Columbia. The value of the class 2 coupons for apartment houses, hotels, office buildings and other large consumers of heating oil was established at 90 gallons for the fourth period. These values are the same as those fixed for the current, or third, heating period.

Maximum Prices

In a simplified overall regulation for retailers and wholesalers, the OPA will soon set new margin controls on FOODS. These will be fixed margins over net costs, almost entirely "across the board," and ultimately they will cover nearly every food product sold over the nation's counters. The only significant exceptions to this margin control will be bread, soft drinks, confectionery products and meats. Bread, soft drinks and confectionery products, now under individual sellers' ceilings under the "freeze" technique, will be left under general maximum price provisions; meat products, including beef and pork, will have fixed dollars-and-cents prices at retail by grade, cut, region and type of distributor, to allow retailers fair returns over already fixed wholesale prices. All other foods will be under margin control for distributors.

OPA announced a new price structure and a new schedule of dollars-and-cents ceilings for INDUSTRIAL FUEL OILS refined in parts of Kansas, Arkansas, Louisiana, Oklahoma, New Mexico and Texas. The new schedule, devised by the Office and the Petroleum Administration for War with the cooperation of the Petroleum Industry War Council, will not affect domestic prices for fuel oil. While the new ceilings reflect an increase of from 5 to 8 percent in some areas (notably New Mexico) where ceilings were abnormally low in relation to other areas, the higher prices are largely offset by the savings in the elimination of costly transportation from Gulf Coast points.

OPA also set uniform, nationwide dollars-and-cents ceiling prices for TALLOWS and GREASES, effective January 30. Previously, these were established (at dollars and cents) with geographical variances in nomenclature and in specifications of the several grades of tallows and greases, in line with what had been trade practice.

From now on, CONTRACT CARRIERS and OPERATORS of STORAGE and TERMINAL SERVICES supplying services entirely within one State may file applications for adjustment of their maximum prices with the OPA Regional Offices instead of sending the applications to Washington.

Transportation

To prevent transportation confusion or collapse if gasoline or rubber shortages require emergency mileage curtailment on short notice, the ODT has asked the nation's bus and taxicab operators -- those who operate fleets of 10 or more rubber-borne vehicles -- to submit three plans for cutting down mileage: one to eliminate 10 percent of present mileage, one to eliminate 20 percent, and one to eliminate 30 percent. Thus, in case of emergency, the ODT will need only to order Plan No. 2, for example, to go into effect in the emergency area for the expected duration of the emergency.

Operators in the 17 eastern gas-rationed States and the District of Columbia have been asked ("in view of the imminently critical fuel situation") to submit their plans no later than February 8. Operators in the 31 other gas-rationed States must submit their plans by February 22.

Communications

The bill permitting consolidation or merger of the Western Union and Postal Telegraph Companies passed the Senate and was sent to the House. Purpose of the bill is to permit elimination of duplicate facilities and to free needed teletypes, copper wire and manpower.

Priorities and Allocations

Tanners are permitted by the WPB to continue to put into process, during February, March and April, 220 percent (or an average of 73.3 percent per month) of their 1941 monthly processing average of RAW GOATSKINS, RAW KIDSKINS, and RAW CABRETTA SKINS.

Labor Disputes

Secretary of Labor Perkins certified to the War Labor Board the following disputes: Arizona Retail Lumber & Builders Supply Ass'n, Inc., Phoenix, Ariz.; U. S. Rubber Reclaiming Co., Inc., Buffalo, N. Y.; Gannett Co., Rochester, N. Y.; General Electric Co., Providence, R. I.; J. B. Ripley Brass Foundry, Inc., Windsor, Vt.; nine lumber companies of northern California; Dunham Towing & Wrecking Co., Chicago, Ill.; Creamery Package Mfg. Co., Lake Mills, Wis.; Kinney Iron Works, Vernon, Calif.; George S. Mepham Corp., East St. Louis, Ill.; Castanea Dairy Co., Trenton, N. J; and Nebraska Certified Potato Growers, Alliance, Nebr.

The U. S. Concilation Service reported settlement of the Fulton Foundry, Cleveland, Ohio.

ADVANCE RELEASE

Rose: 72006
ADVANCE RELEASE: For SUNDAY Papers, January 24, 1943.

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

NB-452

This article on the search for workers with critically needed skills is offered as background, or for use in its present form in whole or in part.

--News Bureau

War Manpower Commission today invited Americans possessing any of 25 critically-needed skills to join their fellow-craftsmen in war production--with WMC's promise that every one will be put to work at the exact spot where his talents are best fitted to help win the war.

To make good on its promise, the Manpower Commission has arranged for "national clearance." This means that every local office of WMC's contact agency, the United States Employment Service, will have complete knowledge of needs all over the country. Through such information every person with one of the 25 skills who offers his services at a local office will be shown where he can best apply his abilities. WMC already has asked employers to supply the USES with the latest cataloguing of their needs.

The commission emphasized that war plants lack many types of skilled workers. WMC wants all of them to continue offering their services through USES but several factors, including relative need of workers and relative likelihood of successful search, convinced officials the present hunt should be concentrated on these 25:

Airplane skin man, airplane subassembler, ammunition inspector, bus driver, cord wood cutter, crane-rigger, cylindrical grinder operator, explosives mixer operator, flanging press operator, internal precision grinder, licensed marine engineer, outside machinist, metal chipper, metal work bench hand, milling machine operator, allround milling machine operator, plate hanger, radio chassis assembler, ship assembler, ship carpenter, ship driller, ship electrician, ship painter (rough or finish), screw machine operator (automatic or semi-automatic), tack welder.

Skilled men and women of the types WMC is seeking in the present intensive campaign represent only a tiny fraction of the total workers in any factory--

(over)

sometimes one in 100. But they are so important that lack of them can prevent the hiring of thousands of persons in a single plant or the production of huge quantities of weapons.

Large numbers of those skilled people already have shifted to war work, but reinforcements are critically needed. WMC believes 50,000 or more with the needed training are now in occupations which do not use their skills, employed in non-essential work, or retired from active duty. The need for their services is so pressing that the Government is asking anyone who knows, of a person who can do one of the jobs listed, or a closely related job, to spread the word and persuade the friend to consult a USES office.

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Robinson

Anderson

Please return to

ADVANCE RELEASE

ADVANCE RELEASE: For MONDAY Morning Papers, January 11, 1943.

Greenblatt-WMC 2037
3415

PM-4275

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

"Soon one out of every four workers in American war production industries will be a woman," War Manpower Chairman Paul V. McNutt announced today.

Four million women are now working in war plants, out of a total war labor force of 17,500,000, he said.

To meet 1943 war production goals, the number of women workers must increase Mr. McNutt stated, until, by the end of the year, they will be filling almost 30 percent of all war production jobs. By that time it is expected that 6,000,000 women will be in war work.

"Women will play an even greater role, numerically and proportionately, in the essential civilian trades and services which are necessary to maintain the war time economy. Here they are replacing men called to the armed services and those needed in the heaviest industrial jobs which women do not have the strength to fill. Women are already being used in such traditionally male jobs as gas station attendants, taxicab and delivery truck drivers, butchers, mail carriers, and even construction laborers. This trend will increase until by the end of the year as many as 45 percent of the workers in these home front jobs will be women."

"In the direct war industries the proportion of women workers is rising rapidly," Mr. McNutt said.

In aircraft, the percentage of women workers rose from less than 5 percent of total employment in 1940 to 17 percent in September, 1942. By the end of next year, it is expected that there will be more women than men working in the industry.

The war industries employing the largest proportion of women workers in September are: electrical machinery with 36 percent women employees; communications equipment with 48 percent women; scientific and technical instruments, 34 percent, electrical equipment, 27 percent, small-arms ammunition, 35 percent, other ammunition 28 percent chemicals and allied industries 23 percent, rubber products 33 percent, and fire arms 22 percent.

Even in a heavy industry, such as ordnance, 19 percent of the workers are women. In the manufacture of guns of over 60 calibre, and tanks, both of which involve heavy metal work, the proportion of women workers is 9 percent and 7 percent respectively. In the iron and steel industry itself, 9 percent of the labor force is made up of women.

Shipbuilding has held to the all-male tradition longer than any other war industry. Even here, however, there has been an influx of women workers in recent months, particularly in the government Navy Yards. At present only 3 percent of the workers in the industry are women, but this is expected to rise rapidly in the next few months. For example, one Alabama shipbuilding firm plans to employ as many as 1,000 women welders.

Mr. McNutt pointed out that the proportion of women in any industry varies widely from place to place. The degree to which women are used, he explained, depends on the degree of labor shortage in the area. Where the male labor supply is nearing exhaustion, industry will be willing to try women in more and more job for which only men would formerly have been considered. As the need has increase he said, women have demonstrated their ability to fill almost any kind of job, even including the so-called heavy manual jobs.

Examples of unusual work being done by women, as reported by the U. S. Employment Service offices during recent weeks follow:

At an Army proving ground an 18-year-old girl operates a 15-ton crane and an all-woman crew fires and cleans a 90-millimeter and anti-aircraft gun. More than a thousand women are replacing men here in testing all types of war material - tanks, machine guns, trucks, and aircraft cannon.

Women guards are watching for fires and accidents at one aircraft plant and have been trained in jiu-jitsu in order to be able to deal with saboteurs.

In Arizona and Colorado mines, women are employed as ore-sorters, machine greasers and cleaners, aerial-team operators and sledgers. In one mine women wield an 8-pound sledge, above ground, of course.

The making of plaster molds for dies, an operation so precise that the slightest variation means a ruined job, is handled expertly by women with previous experience as artists, sculptors and pottery makers.

At least one women-a former pianist - is operating a milling machine to shape impulse blades for steam turbines on our rapidly growing fleet of merchant ships.

Gyro-Horizons and direction- indicators, instruments necessary for safe, accurate navigation of our army aircraft are so delicate that all work must be done in washed-air, pressure-controlled rooms. Women have proved themselves especially adaptable for this kind of work.

Two young women who were members of the clerical force of a large railroad are now working as crossing tenders for the same company.

Four women are operating giant overhead travelling cranes in a steel mill.

A Western railroad is employing women as engine oilers and wipers, turn table operators and hostlers' helpers.

A new saw-mill in New England is "manned" entirely by women. Automatic saws and special machinery to lift and haul heavy timber have been installed as a safety measure.

Two 20-year-old girls are gunners in an ordnance factory. It's their job to test 45 caliber ammunition as it rolls off the production line.

Miss Nienberg

Estimates of the Labor Force, By Sex, - January 3-9, 1943.

Bureau of the Census -- Current Surveys

Employment Status and Sex	Millions of Persons January 1943	 December 1942	 January 1942
Labor force	52.4	53.4	53.2
Male	37.1	37.9	40.0
Female	15.3	15.5	13.2
Employed	51.0	51.9	48.9
Male	36.3	37.0	37.0
Female	14.7	14.9	11.9
Unemployed	1.4	1.5	4.3
Male	0.8	0.9	3.0
Female	0.6	0.6	1.3

Feb. 8, 1943

Women's Bureau
U. S. Department of Labor
Washington

September 22, 1942

MAN POWER ESTIMATES, APRIL 1940 TO OCTOBER 1943
(Millions of persons)

Employment	1940 Apr.	1941 July	1942 July	1943 July	1943 Oct.	Net Increase July '42-Oct. '43
Total	45.8	52.4	56.1	61.4	62.3	6,200,000
Armed forces	.5	1.8	3.5	6.7	7.5	4,000,000
Civilians Employed	45.3	50.6	52.6	54.7	54.8	2,200,000
Non-Agricultural	36.1	39.9	42.1	44.	44.1	2,000,000
Agricultural	9.2	10.7	10.5	10.7	10.7	200,000

SOURCE OF CIVILIAN LABOR RESERVE, JULY 1, 1942 to OCTOBER 1943

Total		6,766,000	7,514,000
	Total	Under 45 years	45-64 years
Unemployed women	800,000	700,000	100,000
Home women without children under 16 years	13,480,000	6,066,000	7,414,000
Single	1,749,000	1,432,000	317,000
Married	9,754,000	4,346,000	5,408,000
Widowed	1,977,000	288,000	1,689,000

18-64 yrs. — 22.7 Million [illegible]
5.3 " [illegible]
17.4 " [illegible]

= 13.9 M. [illegible]
2.6 Single [illegible]
1.9 " Widowed
18.4 [illegible]

Miss Weinberg

ESTIMATES OF THE LABOR FORCE, BY SEX. December 6-12, 1942.

Bureau of the Census -- Current Surveys

Employment Status and Sex	Millions of Persons		
	December 1942	November 1942	December 1941
Labor force	53.4	54.5	54.0
Male	37.9	38.5	40.2
Female	15.5	16.0	13.8
Employed	51.9	52.8	50.2
Male	37.0	37.5	37.6
Female	14.9	15.3	12.6
Unemployed	1.5	1.7	3.8
Male	.9	1.0	2.6
Female	.6	.7	1.2

NOTES:

The number of persons employed in agriculture declined from 9,800,000 in November to 8,900,000 in December -- a decline of 400,000 men and 500,000 women. It appears that most of the women who left agricultural jobs have now returned to their household duties with the closing of the harvest season. Among the men who dropped out of farm jobs, many have taken jobs in war industries, while others have gone directly into the armed forces.

The decline of 100,000 among men employed in nonagricultural pursuits is undoubtedly smaller than the number of such workers who were inducted into the armed forces. The difference is accounted for by further absorption by industry of unemployed men and the shift of many workers from agricultural to nonagricultural jobs. Reports from survey counties indicate that this movement of agricultural workers to war-production centers has become quite pronounced with the tapering off of the agricultural season.

The demand of industry for workers at this time is reflected by the absorption of 200,000 unemployed between November and December. Total unemployment of 1,500,000 (900,000 men and 600,000 women), approaches the minimum required for normal labor turnover. It becomes more and more apparent that further expansion of the working force must come almost entirely from the nonworker population.

The number of women in the labor force declined by 500,000 during the past month, and these withdrawals appear to have occurred principally among women formerly employed in agriculture. When the spring agricultural season opens up it is more than likely that these women will again enter the labor market to augment the ever-dwindling agricultural labor supply.

Nienburg

Estimates of the Labor Force by Sex - November 8-14, 1942
Bureau of Census - Current Surveys

Employment status and sex	Millions of persons		
	November 1942 1/	October 1942	November 1941
Labor force	54.5	54.0	54.1
Male	38.5	39.0	40.3
Female	16.0	15.0	13.8
Employed	52.8	52.4	50.2
Male	37.5	38.1	37.7
Female	15.3	14.3	12.5
Unemployed	1.7	1.6	3.9
Male	1.0	.9	2.6
Female	.7	.7	1.3

5
+ 22.7

1/ The November estimates are preliminary and subject to revision.

Note: All nonworkers, 14 years and over, were asked: "Could this person take a full-time job for wages if one were available within 30 days?" On the basis of returns from this inquiry, it is estimated:

5,000,000 nonworkers	Could take full-time employment
4,500,000 women	(4,100,000 housewives)
500,000 men	(students and men normally too old or unable to seek work)

Estimates of persons in the labor force, by age and by sex, June 1941 to October 1942, available in Statistical files.

Dec. 16, 1942

/ Women's Bureau, U. S. Department of Labor, Washington

Dec. 18, 1942

Table 1.--Estimates of persons in the labor force 1/, by age and sex: October 1942
(Millions of persons 14 years and older)

Month and year	All ages	14-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65 years and over
				Males				
1941 October	40.4	2.9	4.4	9.6	9.0	7.6	4.8	2.1
1942 October	39.0	3.5	3.3	8.6	8.6	7.8	4.9	2.3
				Females				
1941 October	13.7	1.9	2.8	3.4	2.7	1.7	0.9	0.3
1942 October	15.0	2.1	2.9	3.5	3.2	2.0	1.0	0.3

1/ Excludes institutional population and estimated number of persons in the armed forces.

Taken from U. S. Dept. of Commerce, Bureau of the Census, Current Surveys: MRLF-No. 4
Monthly Report on the Labor Force - Age and Sex of Persons in the Labor Force:
June 1941 - October 1942.

Table 2.--Percentage distribution 1/ of estimated persons in the labor force 2/, by age and sex: October 1942

(Millions of persons 14 years and older)

Month and year	All ages	14-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65 years and over
				Males				
1941 October	100.0	7.2	10.9	23.8	22.3	18.8	11.9	5.2
1942 October	100.0	9.0	8.5	22.1	22.1	20.0	12.6	5.9
				Females				
1941 October	100.0	13.9	20.4	24.8	19.7	12.4	6.6	2.2
1942 October	100.0	14.0	19.3	23.3	21.3	13.3	6.7	2.0

1/ Percent distribution computed from the data in table 1.

2/ Excludes institutional population and estimated number of persons in the armed forces.

Women's Bureau, U. S. Department of Labor, Washington

Dec. 18, 1942

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				Females				
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October	100.0	14.0	19.3	23.3	21.3	13.3	6.7	2.0

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1/ Excludes institutional population and estimated number of persons in the armed forces.

Taken from U. S. Dept. of Commerce, Bureau of the Census, Current Surveys: MRLF-No. 4
Monthly Report on the Labor Force - Age and Sex of Persons in the Labor Force:
June 1941 - October 1942.

Table 2.--Percentage distribution 1/ of estimated persons in the labor force 2/, by age and sex: October 1942
(Millions of persons 14 years and older)

Month and year	All ages	14-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65 years and over
				Males				
1941								
October	100.0	7.2	10.9	23.8	22.3	18.8	11.9	5.2
1942								
October	100.0	9.0	8.5	22.1	22.1	20.0	12.6	5.9
				Females				
1941								
October	100.0	13.9	20.4	24.8	19.7	12.4	6.6	2.2
1942								
October	100.0	14.0	19.3	23.3	21.3	13.3	6.7	2.0

1/ Percent distribution computed from the data in table 1.
2/ Excludes institutional population and estimated number of persons in the armed forces.

Women's Bureau, U. S. Department of Labor, Washington

Dec. 18, 1942

Table 1.--Estimates of persons in the labor force 1/, by age and sex:
October 1942
(Millions of persons 14 years and older)

Month and year	All ages	14-19 years	20-24 years	25-34 years	35-44 years	45-54 years	55-64 years	65 years and over
				Males				
1941 October	40.4	2.9	4.4	9.6	9.0	7.6	4.8	2.1
1942 October	39.0	3.5	3.3	8.6	8.6	7.8	4.9	2.3
				Females				
1941 October	13.7	1.9	2.8	3.4	2.7	1.7	0.9	0.3
1942 October	15.0	2.1	2.9	3.5	3.2	2.0	1.0	0.3

1/ Excludes institutional population and estimated number of persons in the armed forces.

Taken from U. S. Dept. of Commerce, Bureau of the Census, Current Surveys: MRLF-No. 4
Monthly Report on the Labor Force - Age and Sex of Persons in the Labor Force:
June 1941 - October 1942.

Employees

Females

Oct 1941

Oct 1942

14.3

2.5 2.6

3.0 3.0

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1/ Percent distribution computed from the data in table 1.
2/ Excludes institutional population and estimated number of persons in the armed forces.

MOBILIZATION POLICIES - FEB. 1943

ADVANCE RELEASE:
Fitzgerald-24

For FRIDAY AFTERNOON Papers, February 26, 1943.

OFFICE OF WAR INFORMATION
U. S. DEPARTMENT OF LABOR

OWI-1329

Many jobs where women could replace men and thus release them to fields having more acute need of male labor are revealed by an occupational analysis of cannon and small arms manufacture, issued today (Friday) by the U. S. Department of Labor.

The publication will help in the recruitment of women for war plants and in solution of manpower problems, according to Mary Anderson, Director of the Department's Women's Bureau.

"The findings show the fallacy of considering war industry jobs traditionally men's or women's," Miss Anderson said: "In the plants surveyed large numbers of women could be added to perform many operations typical not only of cannon and small arms production but of other branches of munitions making.

"In this field just studied women are already employed on a wider variety of machines than in any other of the war industries we have surveyed.

"We are glad to report that three of the eight plants visited had adopted the equal pay principle for women. Where wage differentials exist, the problem has become increasingly acute both with the women hired and with the men inducted into the armed forces."

About 11 thousand women had been recently employed and satisfactorily adjusted to many kinds of jobs in the eight plants reported on -- four Government arsenals and four private enterprises in six States (Massachusetts, Connecticut, New York, Michigan, Ohio, Illinois).

Women constituted only 15 percent of the 75,000 employes in these plants, the feminine force with the individual firms ranging from 30 percent down to 3 percent. The rising tide in woman employment in this field could be speeded up to much higher levels -- to 75 percent of the workers in the small arms branch, because of the comparative lightness of the work, and to 40 percent in cannon manufacture, according to the report.

Pointing out that prior to 1942, except in the last war, women were employed to very slight degree in making these types of materiel, the bulletin adds that the firms with the very small proportions of women had only recently employed them. The varying percentages of women were due to "differences in male labor supply in the areas, differences in local draft board policies, and differences in managements, outlook as to the feasibility of using women."

The data illustrate striking inconsistencies in the use of women. "Men and women interchange on the same job or comparable work on the same shift. Or women do jobs on the day shift performed by men on the night shift. Or a certain type of work

(Over)

performed extensively by women in one plant may be done entirely by men in another," the bulletin says.

For instance, one arsenal had no women on even the simplest or lightest machine operations in making small arms components, but had them driving electric trucks, making large wooden packing boxes, operating band saws, and so on. Other firms had no women on these jobs but employed 60 percent women in certain machining departments.

The survey found many men on clerical jobs, who could easily be replaced by women. Office workers in the small-arms plants were 40 to 82 percent men.

Opportunities for all types of woman labor are stressed, from the unskilled work of greasing and packing parts to the highly skilled jobs of setting up machines or operating electrical cranes, on which some women were employed in the plants visited. Considerable detail as to all the various machine makes and sizes used in this field is given in the report to indicate what women are doing or can do on machine tools.

Among the wide variety of machines used in small-arms plants, milling machines predominate. More women operate these than any other one type. A few women were running profilers, a kind of milling machine that calls for more skilled and strenuous work. Large numbers of women were on drill presses, constituting in one plant four-fifths of the force on such machines. Women were employed extensively on turret, engine, and bench lathes in three plants though two others had no women on such work. To varying degrees women were operating grinding, automatic screw, and barrel machines.

Other kinds of jobs in small-arms production performed by women on which they could be used in larger numbers included: Burring, filing, polishing, assembly work, inspection (visual and with precision measuring instruments), tool-crib and stockroom tending, laboratory work.

In cannon manufacture, characterized by much heavy work, women were employed on many of the same types of operations as in small arms. But no women were running heavy duty machines in the big gun shops. Carefully selected college graduates were being employed to inspect gages, a job requiring skill and considerable knowledge of mathematics.

The minimum entrance hourly rates for women in the eight plants ranged from 39 to 60 cents, the range for men being from 39 to 75 cents, with 50 to 55 cents the most common beginning pay for both. In the three plants that had adopted the equal-pay policy, both minimum entrance rates, and job classification rates were the same for men and women.

Basing rates on occupation rather than sex became a pressing issue in these plants, the report explains, because they had had almost 100 percent male labor and, with the hiring of many women, had made little or no change in the physical characteristics of the jobs. It is pointed out that in general, "any innovations designed to reduce the skill required or lighten the work may actually increase production and decrease unit costs, and do not serve as warrant for lower wage rates for participating workers."

Bulletin 192-3 can be obtained by those needing it for war purposes by writing to the Women's Bureau, U. S. Department of Labor, or can be purchased for ten cents from the Superintendent of Documents, Washington, D. C.

(WO 43-224)

Speech

Speech

ADVANCE RELEASE

Advance Release: For use AFTER 5 p.m. EWT, Thursday, February 25, 1943.

OFFICE OF WAR INFORMATION

WAR MANPOWER COMMISSION

NB--595

Text of an address by War Manpower Commission Chairman Paul V. McNutt at preview of Exhibition on "Women in War Work" at Franklin Institute, Philadelphia, Pa., at 5 p.m. EWT Thursday, February 25, 1943.

This is the fourteenth month of our war with the Axis. It is a new kind of war - a war of all the American people. It is your war and my war. It is our war - and we intend to win it.

It will be a shorter war - if each of us finds his place and her place in our war effort. This has been called a mechanized war. It is that, to be sure - but in the greater sense it is a war of manpower.

With millions of our men going into the army this year, it is no secret to any of us that we are rapidly draining our pool of manpower. We now have a serious manpower problem - probably the most serious problem we shall encounter in the course of this war. But - we can meet and solve that problem of manpower -- with womanpower.

American women have done their share in every crisis confronting our nation since its birth. Just a short walk away from this microphone stands the home of Betsy Ross whose nimble fingers put together our first American Flag. She was sister in spirit to those splendid women who loaded the muskets and passed the ammunition behind the stone walls along the dusty Concord roads. Whenever America was threatened, American women were ready. They needed only be told what to do.

Today the ugliest threat of all hangs over our heads - the threat of enslavement by the Axis nations. It is a very real threat - a danger requiring the greatest energy and effort from each of us if we are to turn back that danger and destroy it forever. It is either we -- or they!

We need more workers in the factories, on the farms, and in the essential civilian services. When, in a specific area, the normal labor market is exhausted and when all the employable men are absorbed, we must seek women to fill the jobs. In most cases, additional workers cannot be brought in from other areas because of the resulting strain upon already overburdened housing, medical, and transportation facilities. As more and more men are taken into the armed forces and the heavier industries, more and more areas will develop critical manpower problems.

We cannot wait until the manpower problem becomes acute in any area. We must prepare for it so that we lose no time in getting on with the war. That is why we are asking every Philadelphia woman who is physically fit and who has no children under 14, to register for a war job immediately.

By the end of 1943, we shall have eighteen million women in jobs in all industries. We shall need the housewife, the schoolgirl, the college graduate -- every woman whose family can possibly spare her. The more women we have at work, the sooner we shall win the war! Victory is in your hands! You, the women of America. By taking a war production job or an essential civilian job, you are backing up your loved ones on the battlefield just as surely as though you were there in the front lines with them.

(Over)

Moreover, when you take a job in your own community's war production, you save your community the trouble of bringing in another worker from another area.

By keeping home folks in local industries, we avoid dangerous crowding of workers into any given area and thus make the best use of our housing, medical, and transportation facilities.

What is a war job for a woman? The answer is: Any job, with a few exceptions, that ordinarily would be filled by a man. In fact, out of 19 hundred war occupations, only fifty-six are unsuitable for women. And I stand now in the midst of visible supporting evidence of that fact -- actual photographs of women doing the job -- the thousand and one jobs that must be done to bring quick and complete victory. These pictures of our women soldiers of production are assembled into one great and tremendously informative exhibit which occupies an honored position here at the Franklin Institute. This exhibit is indeed a fitting ornament to this monument to Benjamin Franklin -- the practical patriot, scientist, and statesman! If every woman in Philadelphia will come to see the exhibit, I am sure they will find it a convincing answer to the question: "Can I help win the war?" Women are needed now, not only in the factories, but in necessary civilian jobs -- in transportation, restaurants, hospitals, social welfare, laundries, dairies, and other lines of civilian service.

Not every community needs women workers yet. Some areas still have unemployed. In some areas enough men are still available. In these areas there is time for special training that may fit women for even better jobs. The local United States Employment Service can tell you whether women are needed in your town.

Where is the right war job for a woman? Your right war job is right in your own community -- not in another city or another state. It is either a job in a war production plant or in an essential civilian industry. Which it is to be depends partly upon your age, previous experience, and health. Your nearest office of the United States Employment Service stands ready to advise you, to help you get into the right war job.

You may perhaps feel that you are not qualified for a war job. Let me assure you that almost any woman who has run a household will find the changeover to war work fairly easy and simple. Some factories offer you jobs that do not require any training at all. Others will hire you at once and train you on the job while you work and while you earn. If training is needed before you go to work, you can get that training free. Make it a point to ask about these free training courses at your local office of the United States Employment Service.

What's the picture in the Philadelphia area? As of February first, 286 war manufacturing plants employed 96,000 women and 38 non-manufacturing war plants employed 14,000 women, or a total of 110,000 women. We expect to have at least 85,000 more women in war jobs in this area by December 7, 1943.

In the period from July, 1942, up to the first of this month, 37 percent of the new workers trained for war production were women. Of the total number of applications for training in this area made during January, 1943, 40 per cent were made by women. That certainly proves that the women of Philadelphia mean business! They intend to get into the war factories and stay there until victory.

Your age need not be a barrier to finding your place in war production. In many factories, women of 55 are working side by side with girls of 17 and 18. Our new womanpower will be supplied largely by working women who have less essential jobs - young girls graduating from high school or college - wives of men who have entered the armed forces - and housewives without children or with children over 14. Even if you have younger children, you still may get into a war job, provided you can make suitable arrangements to have your youngsters cared for while you are at work. Home life must not be disrupted any more than is absolutely necessary.

Many states and communities are extending their education and welfare services to provide for the care of children of working mothers. The Office of Defense Health and Welfare Services has made grants to Departments of Education and Welfare in over 30 states to develop coordinated day-care programs.

If, however, you are already working in an essential civilian job, do not give it up to go into a factory, even though in some cases the factory job may pay you more money. If you are a teacher or a nurse, keep on with your job. We need teachers and we need nurses. If you have had experience in teaching, nursing, or a similar profession, but are not now working at it, then you are urged to return to the field for which your skills and training have fitted you.

Many women have hesitated to get into war work because they have been told that wages paid to women are not equal to those paid men for work of the same nature. This is not true. The Government policy with respect to war factory employment requires that the wage scale for women shall be the same paid men for comparable work. There is no intention - in Government or in industry to exploit women as cheap labor.

But - war work does not mean simply the putting together of a Flying Fortress or a Liberty Ship. Someone must drive our trucks, ambulances, and buses. We must keep our laundries, our bakeries, and our dairies working on schedule. Our communications systems are working overtime, often with fewer workers than in the days of peace. We must have help to harvest the crops lest they rot in the fields. The wheels of our national life must be kept moving - and you women must help to keep them moving. We need more women to build the planes and ships - we need women who can learn to drive trucks, adjust carburetors, and repair and maintain all sorts of mechanical equipment. We need more women who can help to win the war right in their own communities. America at war needs women at work! The Victory is in your hands!

Fahnestock-WMC-3336

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Wednesday, April 7, 1943

PM-4356

Charlotte Carr, Assistant to the Deputy Chairman of the War Manpower Commission, today said that the "transition from manpower to womanpower on the war production front is not a female problem but an employment problem--a process of adjusting millions of new workers to new jobs".

Speaking before the Academy of Political Science at Columbia University, New York, Miss Carr said that in making this transition, women workers, industry, and the Government face essentially the same difficulties that would arise if millions of green men workers were to be absorbed hurriedly into expanding industries.

"To get the most out of this green hand", Miss Carr said, "he--in this case she--must first be directed to work which matches her abilities, and second must be employed under conditions which make for top efficiency. In the old days we would have called this a placement and personnel management problem. Today we call it womanpower mobilization.

"Womanpower", Miss Carr continued, "is a new name for something we have always had. Because the word has been over-glamourized we tend to forget that industrial work is an old story to millions of women in this country. What is new about today's situation is that women workers now have a seller's market.

"We need women desperately. Since we need them so desperately, we must be sure that they are placed on jobs where they can be most productive and that they are employed under conditions which result in steady maximum output. Conditions both on the job and in the community must make it possible for women to work efficiently six days a week, every week."

Miss Carr foresaw no serious difficulty in recruiting enough women workers to meet war-time demands.

We do not need to start a patriotic crusade to persuade women to take jobs. Women know they are needed and they want to meet the need. In fact, except in a few very tight areas, there are often more women willing to take jobs than there are jobs for them. Government's responsibility is not to exhort women but to guide them--to give them concrete information about specific jobs for which they are fitted or can readily be trained in their own communities.

"It does a woman no good to hear that two million women workers are needed this year or that women can make a war-time contribution by taking jobs in consumer trades and service industries. A woman needs to know where, in her town, there is a job for which she is needed and for which her background and experience fits her. This is a matter of intelligent guidance on a local basis. The government agency which can do this job is the U. S. Employment Service through its national network of local employment offices.

"Once women are on the job", Miss Carr continued, "industry faces the responsibility of providing expert personnel service for these new workers.

This does not mean providing anything new, or fancy, or special, for women only. It means providing conditions of safety, comfort, cleanliness, convenience and good supervision.

"It means, in fact, providing the kind of conditions under which men workers always have worked best. Today industry is providing these conditions for women, because their services are so badly needed, because turnover and absenteeism must be reduced."

Womens Bureau

Women

ADVANCE RELEASE

ADVANCE RELEASE: For MONDAY Morning Papers, January 11, 1943.

Greenblatt-WMC 2037
3415

PM-4275

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

"Soon one out of every four workers in American war production industries will be a woman," War Manpower Chairman Paul V. McNutt announced today.

Four million women are now working in war plants, out of a total war labor force of 17,500,000, he said.

To meet 1943 war production goals, the number of women workers must increase Mr. McNutt stated, until, by the end of the year, they will be filling almost 30 percent of all war production jobs. By that time it is expected that 6,000,000 women will be in war work.

"Women will play an even greater role, numerically and proportionately, in the essential civilian trades and services which are necessary to maintain the war time economy. Here they are replacing men called to the armed services and those needed in the heaviest industrial jobs which women do not have the strength to fill. Women are already being used in such traditionally male jobs as gas station attendants, taxicab and delivery truck drivers, butchers, mail carriers, and even construction laborers. This trend will increase until by the end of the year as many as 45 percent of the workers in these home front jobs will be women."

"In the direct war industries the proportion of women workers is rising rapidly," Mr. McNutt said.

In aircraft, the percentage of women workers rose from less than 5 percent of total employment in 1940 to 17 percent in September, 1942. By the end of next year, it is expected that there will be more women than men working in the industry.

The war industries employing the largest proportion of women workers in September are: electrical machinery with 36 percent women employees; communications equipment with 48 percent women; scientific and technical instruments, 34 percent, electrical equipment, 27 percent, small-arms ammunition, 35 percent, other ammunition 28 percent chemicals and allied industries 23 percent, rubber products 33 percent, and fire arms 22 percent.

Even in a heavy industry, such as ordnance, 19 percent of the workers are women. In the manufacture of guns of over 60 calibre, and tanks, both of which involve heavy metal work, the proportion of women workers is 9 percent and 7 percent respectively. In the iron and steel industry itself, 9 percent of the labor force is made up of women.

Shipbuilding has held to the all-male tradition longer than any other war industry. Even here, however, there has been an influx of women workers in recent months, particularly in the government Navy Yards. At present only 3 percent of the workers in the industry are women, but this is expected to rise rapidly in the next few months. For example, one Alabama shipbuilding firm plans to employ as many as 1,000 women welders.

Mr. McNutt pointed out that the proportion of women in any industry varies widely from place to place. The degree to which women are used, he explained, depends on the degree of labor shortage in the area. Where the male labor supply is nearing exhaustion, industry will be willing to try women in more and more jobs for which only men would formerly have been considered. As the need has increased he said, women have demonstrated their ability to fill almost any kind of job, even including the so-called heavy manual jobs.

Examples of unusual work being done by women, as reported by the U. S. Employment Service offices during recent weeks follow:

At an Army proving ground an 18-year-old girl operates a 15-ton crane and an all-woman crew fires and cleans a 90-millimeter and anti-aircraft gun. More than a thousand women are replacing men here in testing all types of war material - tanks, machine guns, trucks, and aircraft cannon.

Women guards are watching for fires and accidents at one aircraft plant and have been trained in jiu-jitsu in order to be able to deal with saboteurs.

In Arizona and Colorado mines, women are employed as ore-sorters, machine greasers and cleaners, aerial-team operators and sledgers. In one mine women wield an 8-pound sledge, above ground, of course.

The making of plaster molds for dies, an operation so precise that the slightest variation means a ruined job, is handled expertly by women with previous experience as artists, sculptors and pottery makers.

At least one women--a former pianist - is operating a milling machine to shape impulse blades for steam turbines on our rapidly growing fleet of merchant ships.

Gyro-horizons and direction- indicators, instruments necessary for safe, accurate navigation of our army aircraft are so delicate that all work must be done in washed-air, pressure-controlled rooms. Women have proved themselves especially adaptable for this kind of work.

Two young women who were members of the clerical force of a large railroad are now working as crossing tenders for the same company.

Four women are operating giant overhead travelling cranes in a steel mill.

A Western railroad is employing women as engine oilers and wipers, turn table operators and hostlers' helpers.

A new saw-mill in New England is "manned" entirely by women. Automatic saws and special machinery to lift and haul heavy timber have been installed as a safety measure.

Two 20-year-old girls are gunners in an ordnance factory. It's their job to test 45 caliber ammunition as it rolls off the production line.

ADVANCE RELEASE

Return to
RGM

Greenblatt - WMC 2037

OFFICE OF WAR INFORMATION
War Manpower Commission

ADVANCE RELEASE: For SUNDAY Papers, January 17, 1943 PM-4280

Comprehensive plans for the voluntary mobilization of American womanpower for war employment were announced today by Paul V. McNutt, Chairman of the War Manpower Commission. Mr. McNutt's action was taken upon the recommendation of the Women's Advisory Committee which met in Washington on January 12 and 13.

The plans will be varied area by area according to local labor needs. Mr. McNutt pointed out that there were three types of areas which must be dealt with by the Commission. Every effort is being made to adapt mobilization plans to each local situation.

First are the areas in which there is still unemployment, and where no aggressive action will be taken to bring additional women into the labor market. National discussion of the need for women workers has unsettled the labor market in some of these communities and Mr. McNutt emphasized that recruitment of women is not needed everywhere.

Second are areas where direct recruitment of women is taking place through the United States Employment Service Offices. The women are brought to the offices or to special recruiting centers through educational efforts of the press, radio, local organizations, and the cooperation of local employers. They are referred directly to jobs, or to training courses leading to known jobs.

Third are areas in which the most intensive direct recruiting through educational methods reach the point of diminishing returns. As these develop, steps will be taken to voluntarily enroll women in order to obtain information as to their training, experience, availability, and other factors. This information will enable local manpower authorities to estimate their total potential supply of women workers and plan for other labor supply accordingly.

Mr. McNutt said that the decision as to when the third stage is reached would be made by the Manpower Area Director and with the advice of the Area War Manpower Committee. He pointed out that in even a labor market as tight as Baltimore, Maryland, direct educational methods have been effective in recruiting more than a thousand women workers a week through the Area Manpower facilities.

"No enrollment should take place in any area," Mr. McNutt said, "unless seven basic steps are taken. Enrollment will not be started:

"1. Unless effective measures to control migration of outside workers into the area, and to prevent pirating of workers are in operation.

"2. Unless there has been effective use of presently employed war production workers in accordance with the Manning

(over)

X-8770

Table Plan and Manpower Analysis Studies.

"3. Unless the labor demand in the area cannot be met by one or more of the following means:

a. Full use of the present unemployed, including women regularly in the labor market, minority groups, and handicapped workers, so that those already seeking work will be hired before new women workers are recruited.

b. Transfer of already employed men and women from less to more essential jobs, making full use of the Selective Service occupational questionnaires for this purpose.

c. A thoroughgoing educational campaign leading to direct recruitment of women on an individual basis and referral to existing jobs, or training for known future jobs.

"4. Unless there is evidence of a sufficient local reservoir of women who can take jobs to justify the enrollment.

"5. Unless jobs have been analyzed in each plant by employers to determine those which women can fill. Reports are to be filed with the local U. S. Employment Service Office showing the number of women to be hired, the jobs for which they will be hired, the approximate hiring schedule, and the amount of pre-employment training required.

"6. Unless employers have agreed to hire women recruited by the enrollment in sufficient numbers so that a substantial proportion will be placed immediately and schedules for their future employment will be carried out.

"7. Unless Management and labor support the War Manpower Commission's Policy on Recruitment Training and Employment for Women Workers, as formulated by the Commission's Women's Advisory Committee.

Mr. McNutt explained that the program for local enrollment campaigns was based on a careful study of about 25 local recruitment drives which have already been held in communities throughout the country. Some of these were sponsored by Manpower and U. S. Employment Service officials. Others were held under local community auspices.

"This study showed clearly," Mr. McNutt said, "that special efforts to recruit new women workers should not be undertaken until after qualified unemployed people in the area have been placed. On the other hand, local women should be recruited early enough to forestall unnecessary migration of outside labor into the area, which results in overcrowding, and dislocation and waste of manpower resources."

Women with young children will be the last to be approached, the Chairman said. However, local manpower officials will take steps to coordinate recruitment of women with local plans for child-care and other community facilities which will relieve women of the double burden of home and job responsibilities.

"Local women's recruitment campaigns will be conducted only in certain areas because the entrance of large numbers of women not now in the labor market will not be necessary everywhere," Mr. McNutt emphasized. "They will be undertaken as one phase of an over-all manpower program for the effective use of all labor in the area, and only after full use has been made of the local unemployed reserve.

"In areas where we know women will be needed they will be asked to enroll, voluntarily, to state their availability, qualifications for training, and employment.

"Local U. S. Employment Offices will ask all women in the area for information on their training, experience, and availability for work in essential war jobs and civilian activities. The women who indicate their availability will then be interviewed at the U. S. Employment Office and referred to jobs or training as rapidly as they are needed."

The Regional Manpower Directors, Mr. McNutt said, will be responsible for conducting all recruitment activities in every area to correspond with specific employer agreements to hire women. These agreements will detail the number of women to be hired, when they will be hired, and in what occupations.

Local manpower officials will also take steps to expand training facilities for the kind of training and the number of trainees needed in the area. On-the-job training for women workers, up-grading training for women foremen and supervisors and technical training will be included, the Chairman added.

Mr. McNutt emphasized that it is as important for women to take jobs in civilian trades and services--stores, offices, transportation, restaurants, laundries, child-care centers, hospitals--as in direct war industries.

"Maintenance of essential civilian industries and services is vital war work for which women are particularly well fitted," he said. "Not every woman will be needed in a war factory. In fact, 2 out of every 3 women workers will be needed in home front jobs."

ADVANCE RELEASE

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ADVANCE RELEASE: For SUNDAY Papers, May 9, 1943
Greenblatt WMC-2036

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

PM-4371

More than a hundred un-glamorous everyday jobs, but as vital to the war as work in an aircraft plant, shipyard, or munitions factory, were listed today by the Women's Advisory Committee of the War Manpower Commission as "war jobs for women."

Announcing the list, which will be made available to women's organizations throughout the country, Miss Margaret Hickey, Chairman of the Women's Advisory Committee, said, "war work is more than work in a factory." "It includes," Miss Hickey said, "hundreds of unexciting jobs in stores, restaurants, laundries, offices, schools, hospitals, public institutions, transportation, communications, public utilities, and other necessary community services. The day-to-day living needs of war workers and their families must be met. The nation looks to its women to do the job. This is war work of the utmost importance, no matter how ordinary or humble it may seem."

Figures cited by the Committee show that of the 18 million women who will be working by the end of the year, fully two-thirds will be needed in civilian trades and services. Women who fill these jobs, the Committee pointed out, will release men for the armed forces and experienced women workers for more skilled jobs.

"The woman who waits on trade in a grocery store, or cares for the children of war workers, or takes over the neighbor's washing, or cooking or cleaning while the latter is at work," Miss Hickey said, "is doing an important war job. She is helping to keep war production going by helping war production workers stay on the job."

War jobs for American women listed by the Women's Advisory Committee, in addition to those in direct war production, include:

Communications: telegraph messenger; telegraph, telephone, and teletype operator; radio technician.

Transportation: ticket taker, baggage clerk, information clerk, (at railroad depot); bus, truck and taxi driver; commercial airport mechanic, plane dispatcher, stewardess; conductor (railroad, trolley, bus); motorman on trolley; oiler, engine wiper, railroad track walker, section hand; filling station attendant; garage mechanic.

Agriculture: canning plant worker; dairy worker (bottler, washer, laboratory worker); fruit picker; poultry farm worker; truck farm; lumber worker; meat packing plant worker.

Organized Child Care, Health and Welfare Program for War Workers: managers, clerks, maids, teachers, laundresses, cooks, nurses, recreation leaders, psychologists, social workers, mother's helpers.

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Schroeder -- WMC 3414

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

FOR IMMEDIATE RELEASE
Monday, May 17, 1943.

PM-4386

Alarmed at the threat of widespread post-war unemployment among women, the Women's Advisory Committee of the War Manpower Commission today agreed upon the following declaration:

"The Government and industry must not assume that all women can be treated as the reserve group during war only, nor should those who wish to stay in the labor market be accused of taking men's jobs. The right of the individual woman to work must be recognized and provided for, just as the right of the individual man to work."

The action was taken at a two-day conference of the Women's Advisory Committee devoted to study of post war prospects.

The committee also appointed a standing sub-committee to study the post-war problem as it applies particularly to women. It was the sentiment of the committee, however, that post-war problems would apply equally to men and women and the "problem of women need not be considered apart from the problem of men except (1) in those cases where women's contributions are of special importance and (2) in those cases, where there is danger that women will not be given full opportunity for participation in social, intellectual and economic life."

Mrs. Beatrice Gould, Editor, Ladies Home Journal, Philadelphia, was appointed chairman of a standing sub-committee on the post war demobilization of women. Serving with Mrs. Gould will be Miss Elizabeth Christman, National Women's Trade Union League of America, Washington, D.C.; Mrs. Harris T. Baldwin, Vice President, National League of Women Voters, Washington, D.C.; Mrs. Esther Cole Franklin, American Association of University Women, Washington, D.C., and Miss Jennie Matyas, International Ladies Garment Workers Union, San Francisco, California.

In addition to the members of the sub-committee, the members of the Advisory Committee attending the meeting were: Mrs. Blanch Ralston, of Coahoma, Miss., who presided in the absence of the chairman, Miss Margaret Hickey, of St. Louis, Mo., now on a speaking tour in the west; Mrs Harris T. Baldwin, Vice President, National League of Women Voters, Washington, D.C.; Mrs. Dorothy Bellanca, Amalgamated Clothing Workers of America, New York City; Miss Bess Bloodworth, Vice President in Charge of Personnel, The Namm Store, Brooklyn, N.Y.; Mrs. Maudelle Bousfield, Principal, Wendell Phillips High School, Chicago, Ill.; Mrs. Sadie Orr Dunbar, Director, Oregon Tuberculosis Association, Portland, Ore., and Miss Eleanor H. Park, Union Carbide and Carbon Corporation, New York City.

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Schroeder - WMC 2036
Jones -- WMC 760

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Friday, May 21, 1943

PM-4393

With the employment of men declining because of the demands of the armed services, the employment of women is increasing at so rapid a rate that the needs of the war industries are being met with gratifying success, Paul V. McNutt, Chairman of the War Manpower Commission, said today.

Mr. McNutt said that women's role in the wartime economy will continue to grow during 1943 as the war production program shifts into higher gear and as more and more men are withdrawn for the armed forces. By December, 1943, as high as one-third of the female population of working age 17.4 million women--will be required for the civilian labor force and the armed forces, a net addition to the labor force of close to 2 million women during 1943. He added that this figure must be regarded as the absolute minimum of requirements for additional women since it does not take into account the additional entrants needed to replace women who go off the job. Of the 2 million increased employment of women, munitions industries will absorb 1.3 million and other essential industries 400,000.

The employment of women reached an all time peak of 15.2 million in March, 1943, 1.9 million more than were employed in March a year ago, according to a survey submitted to the Chairman. Employment of women in non-agricultural industry...14.3 million in March, 1943 -- accounted for 1.8 million of the total increase, exactly balancing the loss of men during the period and maintaining the March, 1942, level of 42 million. This large scale replacement of men by women, Mr. McNutt pointed out, raised the proportion of the latter in non-agricultural industry from 30 percent in March, 1942, to 34 percent in March, 1943. Total male employment declined over the year 5 percent, but employment of women went up to 14 percent.

The overall increases, the Chairman explained, blanketed a continuous movement of women from jobs traditionaly their own, to new jobs in machine shops, aircraft plants, tank factories and shipyards. The proportion of women in establishments essential to war production visited by representatives of the U.S. Employment Service reporting program, has been increasing steadily and rapidly. The ratio of female to total employment in these war industries rose from 15 percent in May, 1942, to 25 percent in March, 1943.

"Especially notable has been the increase in female employment in the munitions industries," Mr. McNutt said. "In certain industries women constituted more than half of the entire labor force in March of this year. Aircraft firms, with 11 percent of their workers women in May, 1942, absorbed additional women in such proportions as to raise the female ratio to 31 percent in March, 1943. Employing smaller proportions of women, the iron and steel and machinery industries nevertheless evidenced substantial increases. One of the last industries to relinquish its traditional aversion to the employment of women was shipbuilding but now even in that masculine stronghold the bars have been removed. The record of employment in shipyards reporting shows a rise from 2.4 percent for last year to 7.6 percent for this. Some, in areas of extreme labor shortages, have surpassed this average, employing women beyond 15 percent of their total labor force."

X-15763

(over)

The Chairman added that the increase has been almost universal for industries covered by the War Manpower Commission reporting program. The rate has been more rapid than the increase in total employment. In 8,000 manufacturing plants which reported employment figures for both May and November of last year, the overall increase in employment over the 6-month period was 17 percent; employment of women in these same firms rose 52 percent. In these establishments:

Where total employment increased	Female employment increased at least
10-20 percent	20 percent
20-30 percent	40 percent
30-40 percent	60 percent

Even sharper increases were reflected by firms in all munitions industries combined, where the increase of 19 percent of total employment was accompanied by a 69 percent rise in the number of women workers. For example:

In	Total employment rose	Female employment rose
Aircraft and parts	35 percent	184 percent
Chemicals and allied products	19 percent	62 percent
Electrical machinery	23 percent	50 percent
Iron, steel and their products	3 percent	36 percent
Machinery (except electrical)	12 percent	60 percent
Nonferrous metals and their products	11 percent	47 percent
Ordnance and accessories	23 percent	56 percent
Rubber products	22 percent	62 percent
Ship and boat building and repairing	43 percent	164 percent

The report shows that there was an expansion of female employment even in industries in which there was a decline in total employment.

"Part of the explanation of the increase in female employment lies," Mr. McNutt said, "in the changed attitude of many employers who, heretofore, have refused to employ women. Faced by a dwindling labor supply and the increased needs of their establishment such employers found the only solution of their problems lay in womanpower. Once a beginning was made the way was opened to further and further female employment. Also helpful were the job-breakdowns which permitted the use of many insufficiently skilled or insufficiently experienced women, or which screened out undesirable elements of jobs otherwise suitable."

J. Hooks
file copy

February 20, 1943

To: The Secretary

From: Mary Anderson

Re: Estimates of women without children

About 25,000,000 women aged 14 to 64 years who were in the labor force or engaged in home housework had no children under 16, as of April 1942. 15,000,000 of these women were under 45 years of age. This does not include 5,000,000 women 14 to 64 who were in school, in institutions, or unable to work.

These estimates, and similar data for women with children under 5, are as follows:

	Women Aged - 14 to 64 years (in millions)	Women Aged - 14 to 44 years (in millions)
Estimated total women (in home housework and in the labor force)	41.	29.
Without children under 16	25.	15.
With children under 16	16.	14.
Without children under 5	34.	22.
With children under 5	7.	7.

(Based on Census releases P-14, No. 4, P-16, No. 4 and on "Labor Force Reserves," Social Security Bulletin, July 1942)

Note: Probably few of the excluded 5,000,000 women aged 16 to 64 had children. They might be included to raise to 39,000,000 the estimate of women 14 to 64 without children under 5, and to 30,000,000 the women 14 to 64 without children under 16.

JH:IS

From EXECUTIVES Service Bulletin
Vol. xxI No. 2
February 1943

INDUCTING WOMEN INTO INDUSTRY

By Mrs. Loretta Moushey, Asst. Director, Industrial
Relations Section, Monsanto Chemical Co., St. Louis, Mo.

The company with which I am associated and the industry of which it is a part have been a man's world. With a few minor exceptions, most of our work has been closed to any but men, and a great many other industries have had a like policy. As a result of the war emergency, Monsanto has converted from all-man operations to the use of both sexes in a great many different fields of endeavor.

Placing of women in the plants of Monsanto has been a transition, but a gradual one. In November 1941 we began to realize that eventually we would have a man-power shortage. If we were to be faced with the problem of losing some of our operators, we knew we had better move fast and work out a practical plan for replacement.

Long before the Manning Plan was introduced, we began a survey of our many plants to establish some basis for computing our male losses. This survey included each man's name, draft status, and a description of his job. The jobs were then classified under Class 1-Most desirable for women; Class 2- Desirable only for certain types of women. Some departments were made suitable for women by assigning a few Galahads for the heavier work of lifting or trucking.

We considered factors such as cleanness of the job, strength required, fatigue, companions, hazards, hours, whether or not the work was hard on the hands and complexion. We transferred men from light work which could easily be handled by a woman into heavier jobs which were more difficult for the new feminine contingent. We investigated State and Federal laws concerning hours that women were permitted to work and the facilities they required.

Our physical examinations for women are rigid, and reexaminations at specified intervals are compulsory.

After putting a lot of thought and planning into making our plants as desirable as possible by installing restrooms and smoking rooms, individual showers and lockers, we felt that it was only fair to hire women who were in all respects desirable to us. I am not trying to infer that we are limiting our requirements to artists models. But we did want clean, wholesome, and intelligent women to fill this temporary breach--and we so proceeded.

A program of supervisory training is well under way. We wanted our supervisory staff to realize the necessity of bringing women into the operations, also the necessity of making them feel as though they were really helpers and not just nuisances. We are attempting to point out to our supervisors some of the differences between men and women, such as their temperament, their more easily hurt feelings, and their slower grasp of mechanics.

In the Monsanto plants, from the standpoint of safety and comfort, women are required to wear slacks.

The slack suits are made in three colors-white for laboratory, blue for mechanical departments, and khaki for the operating departments. In laboratories and drafting rooms the same jacket is worn, but a slightly gored skirt is substituted for the slacks.

As to the type of work done, at this time women in our plants are handling only those jobs which require short training periods. However, their quickness to learn, their adaptability, and their versatility lead us to believe they will go far.

In machine shops they handle drills, lathes, and routine machine shop work. In some units they check scales, operate control boards, acquire knowledge of materials such as correct moisture content, study analyses, turn valves, operate loading machinery direct crane operations, watch temperatures and pressures, weigh materials, sew and label bags and containers, cap drums, draw samples for analyses, and drive intraplant trucks.

Also, in one of our plants women operate a water filtering unit capable of supplying water to a city of 20,000 persons. All water used in the plant is purified, and the whole filtering plant operation has been turned over to women. They run comparative tests on the water, open and close valves, start and set filters, and inspect settling basins. Part of this job is the daily climbing of a 75-foot safety-cage ladder that goes to the top of a million-gallon tank.

In the laboratories women handle routine analysis and prepare and distribute samples.

Our senior planning engineer, Mr. H. C. Morse, had a theory that untrained girls with some knowledge of art work would make good draftsmen. Given carte blanche, he hired a group of girls from an art school and went to work. With less than a year's training they have become familiar with surveyor's instruments, and have mapped out all the intricate system of pipe lines in a plant which is one of the largest heavy chemicals producing units in the United States. If a sketch of an operation is needed they go out and make it. They no longer wonder whether calipers are something you eat or wear. They have reached a point where they rate as junior engineers.

Wide Scope of Women's Work Skills

[Reprinted from Labor Information Bulletin, February 1943]

Estimates of future woman employment in this Nation at war indicate that women will number 18 million by December 1943, or 34 percent of all employed persons.[1] This will require considerable expansion compared to 1940, when employed women totaled 11,138,178 and constituted 24.7 percent of all employed persons.

In carrying out this expansion, practical studies of actual operations are desirable to determine how women can best be utilized. Information on the distribution of women and men in various occupations and industries such as the Census furnishes is also of great value; it indicates not only the characteristics of the work force already available, but the types of work in which women (judging by the numbers then employed) can be placed most readily and where they will be most needed.

The skills which women workers can contribute to the war program have been developed largely in five main occupational fields. Of every 10 women employed in 1940, 3 worked in clerical, sales, and kindred occupations, 2 in domestic-service jobs, 2 as operatives and kindred workers, 1 as a professional or semiprofessional worker, and 1 in service work other than domestic and protective. Six other fields (farmers, the proprietor group, the craftsmen group, protective-service workers, farm laborers, and laborers other than farm and mine) accounted for relatively few women.

Among 442 detailed occupations employing at least some women, by far the largest group was that of private-family servants. As the accompanying table shows, this was followed more or less closely by stenographers, typists, and secretaries; teachers, n. e. c.[2]; clerical and kindred workers, n. e. c.[2]; and saleswomen, n. e. c.[2]. Twenty-three individual occupations each had over 100,000 women.

In 11 individual occupations more than 90 percent of all persons employed were women. These included the two largest groups of women—servants in private families, and stenographers, typists, and secretaries—as well as dressmakers and seamstresses not in factories, laundresses in private families, trained nurses and student nurses, practical nurses and midwives, attendants in physicians' and dentists' offices, telephone operators, milliners not in factories, housekeepers in private families, and boarding-house and lodginghouse keepers.

In some 27 other occupations women were more than half of the persons employed; in another 25, women were at least two-fifths of the total. It is in such occupations that new women recruits can be placed most readily. Even in peacetime it has been found advantageous to employ women in these types of work because of their special abilities. From among these occupations it will be possible to draw a supply of experienced women for other more essential work.

In the very great majority of all the 451 occupation groups listed by the Census, men greatly outnumbered women. Only 9, however, had no women at all employed; these included railroad conductors, baggagemen, locomotive engineers, locomotive firemen, railroad and car shop mechanics and repairmen, railroad brakemen, railroad switchmen, firemen in fire departments, and soldiers, sailors, marines and coast guards. There were many occupations in which 99 in every 100 persons were men. Transfers of men to the armed forces necessitate the substitution of women in many of these jobs. Comprehensive training programs and provision of satisfactory working conditions are essential to recruit the women needed in these fields.

Even within the same occupation group, the industries in which women and men work differ considerably. This is demonstrated by data for wage and salary workers, who constituted 87 percent of all employed women and 71 percent of all employed men in 1940.

Among professional and semiprofessional wage or salary workers, 86 percent of the women but less than 30 percent of the men were employed in educational and in medical and other health services. Among operatives and kindred workers, 45 percent of the women but less than 9 percent of the men worked in the apparel, cotton, and knit-goods industries or in laundry, cleaning, and dyeing services. Among service workers (except protective), two-thirds of the women but only 10 percent of the men were in domestic service. Only among clerical, sales, and kindred workers was there any degree of correspondence in industrial distribution.

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[1] *Preliminary estimate by Bureau of Labor Statistics and Bureau of Employment Security.*

[2] *Not elsewhere classified.*

The leading occupations of employed women, 1940

Occupation	Women employed	
	Number	Percent of total employees
Servants, private family	1,420,469	91. 3
Stenographers, typists, and secretaries	988, 081	93. 5
Teachers not elsewhere classified	772, 044	75. 7
Clerical and kindred workers not elsewhere classified	630, 471	35. 7
Saleswomen not elsewhere classified	515, 539	40. 8
Bookkeepers, accountants, and cashiers	446, 205	52. 1
Operatives, apparel and accessories	425, 534	77. 5
Housekeepers, private family	362, 431	99. 2
Waitresses, except private family	356, 036	67. 6
Trained nurses and student nurses	348, 277	97. 9
Farm laborers (unpaid family workers)	223, 279	19. 2
Barbers, beauticians, and manicurists	206, 592	49. 7
"Clerks" in stores	201, 281	42. 5
Telephone operators	189, 002	94. 6
Laundresses, private family	186, 183	98. 2
Servants, except private family	174, 724	55. 3
Laundry operatives and laundresses, except private family	167, 967	77. 7
Operatives, cotton manufactures	167, 155	47. 0
Farmers (owners and tenants)	151, 087	3. 0
Dressmakers and seamstresses not in factory	133, 627	98. 3
Cooks, except private family	116, 310	42. 0
Operatives, knit goods	115, 106	66. 9
Boarding-house and lodginghouse keepers	100, 355	90. 5

There are indications that increased employment of women in the war period has entailed a general shifting process. Apparently as men were drafted their places in many instances were taken by women usually employed in jobs traditional for women. These in turn were in many cases replaced by women and young persons newly entering the labor market. As manpower requirements press more closely on labor supply the shifting will need to be intensified and special arrangements must be made. Readjustments in connection with several types of work are mentioned in the paragraphs following.

Manufacturing operatives are most important in war production because they are directly concerned with making the required planes, tanks, and guns. The women operatives who were working in manufacturing for wages or salaries numbered over 1½ million in 1940 and constituted well over one-third of all such operatives reported. Women tended to concentrate in some types of work, however, men in others. In 10 consumer-goods industries the majority of the operatives were women, but in many durable-goods industries women were relatively few.

Characteristic industries with high proportions of women are shown below in Group I. Group II, with very low proportions of women, presents several essential war industries. Proportions are undoubtedly higher now than in 1940. Increased use of women calls for still higher proportions of women in the first type of industry, along with the adoption of methods to enable raising the proportions of women in industries such as in the second group.

Selected industries	*Percentage of operatives who were women*
Group I:	
Tobacco	71. 5
Silk and rayon	54. 2
Knit goods	66. 4
Apparel and accessories	77. 9
Canning and preserving fruit, vegetables, and sea food	58. 0
Group II:	
Aircraft and parts	3. 4
Ship and boat building and repairing	1. 0
Blast furnaces, steel works, and rolling mills	3. 4
Railroads (including railroad repair shops)	. 6
Sawmills and planing mills	1. 8

In certain professional and semiprofessional fields in which marked shortages have occurred, employed women were few in number in the past but already there are indications of their increase. For example, in 1940 there were only 1,654 women chemists, assayers, and metallurgists, 730 engineers, 7,608 physicians and surgeons, and 97 radio and wireless operators, to name some of the most critical. Women were less than 1 in 20 in each. In contrast, in the entire professional group in 1940, 9 in 20 were women. The high degree of sucess of numbers of women in other professional fields indicates that progress in meeting the deficiencies can be made by encouraging women to take the training needed.

If women usually engaged in housework for their own families are recruited to fill manpower needs of the country, provision must be made to continue in some other way the services and functions they have performed in the home. This will call for community programs to supplement the great group of service workers, for in spite of the large numbers of domestic servants, most families do not have paid help. If to the 1.4 million women household servants are added housekeepers and laundresses, and if men are included, domestic servants in private families totaled over 2 million in 1940. Yet on the average these amounted only to about 1 domestic for every 17 families in the United States.[3] Furthermore, the servant group itself becomes depleted as other work proves more attractive.

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[3] *In 1940 there were 34,861,625 occupied dwelling units, which are believed to approximate the number of private families in the United States.*

U. S. GOVERNMENT PRINTING OFFICE: 1943

MOBILIZATION POLICIES - MARCH, 1943

FUTURE RELEASE

PLEASE NOTE DATE

WAR DEPARTMENT
Bureau of Public Relations
PRESS BRANCH
Tel. - RE 6700
Brs. 3425 and 3770

FUTURE RELEASE

FOR RELEASE 1:30 P.M., TUESDAY, MARCH 30, 1943

INCREASING USE OF WOMEN WORKERS MADE BY ARMY SERVICE FORCES

Women now constitute approximately 70 percent of all civilian employees of the Army Service Forces in Washington and 30 percent of all Army Service Forces civilian personnel in the field, according to Mr. James P. Mitchell, Director of the Industrial Personnel Division, Army Service Forces. The Army Service Forces has a total employment at present of approximately 985,000 civilians, of whom about 935,000 are located outside Washington and slightly less than 50,000 in the headquarters area. Army Service Forces workers represent 85 percent of the total War Department civilian personnel.

The increasing role women are playing in war work under the jurisdiction of the Army Service Forces was described by Mr. Mitchell in an address Tuesday noon, March 30, on the subject of "War Management and War Manpower," before the Sales Executive Club of New York, at a luncheon meeting at the Roosevelt Hotel, New York City.

Mr. Mitchell stated that there is a great reserve of unused manpower "in industry's own backyard," waiting to be developed through more intensive training of men and women already serving, through improved personnel relations and other means. He cited the effectiveness of the campaign conducted by the Corps of Engineers in reducing the accident frequency rate on the emergency construction program.

Discussing the increasing use of women by the Army Service Forces for many kinds of manual labor, Mr. Mitchell said:

MORE

"No portion of the manpower program is regarded as of more importance by the War Department than the substitution of women in place of men eligible for the draft. Whenever the employment of a woman releases a male employee for military duty, it is apparent that a double advantage to the war effort has been achieved; a man has been made available for the fighting forces and the continuance of the job he quits has been assured.

"The Army Service Forces is already mapping out a program to increase the employment of women wherever possible, always, however, for the purpose of replacing, not displacing, a man. No male employee obviously should be supplanted by a woman worker unless he is needed or wanted in some other activity, whether in the armed forces or in war industry.

"At the present time, approximately 70 percent of the civilian employees of the Army Service Forces in Washington are women. While this figure is gratifying to us, it is perhaps not surprising. Office and headquarters duties are predominantly administrative and clerical and many of them always have been and always will be performed by women. I believe it is highly significant, however, that women comprise more than 30 percent of Army Service Forces workers outside Washington and that the percentage is being steadily increased.

"The work of the Ordnance Department, for instance, is far from being primarily clerical in nature, yet approximately 35 percent of the field workers in that agency are women. The same is true of other supply services, where more and more women are gradually taking their places at work requiring skilled hands as well as alert minds. Outside of Washington, the Quartermaster Corps is employing more than 33 percent women; Signal Corps is employing approximately 40 percent; Chemical Warfare Service is employing 42 percent and Medical Corps is employing almost 50 percent.

"These women are driving pick-up trucks and repairing automobiles at depots; grinding lenses, operating lathes and testing heavy artillery; drawing

MORE

maps, running machines and acting as guards on military property; in fact, performing a large variety of work formerly regarded as the exclusive role of men and for which in many instances, women were for some reason or other considered unfitted or incapable. Total war has totally exploded some of these rusty industrial myths."

END

DISTRIBUTION: Aa, Af, B, Da, J, N, P, Speeches.
3-30-43
12-15 P.M.

Standards

U. S. Department of Labor
Women's Bureau
Washington

March 15, 1943.

Dear Friend:

The work of women will be a major factor in winning the present war ---- that is it will be, if we act wisely. The job of producing enough weapons and food to defeat our enemies will be a long, hard pull. Women are entering the mills and factories with enthusiasm and eager determination to do their share. They are filling some of the most exacting and painstaking jobs in all industry and they are working steadily and efficiently and producing the goods.

They will continue to do so, if we have the wisdom to insist that they be employed under conditions that will protect their health and preserve their strength. If we do not, we jeopardize our whole cause. Health will suffer, women will be forced to drop out of industry, production will fall off. Alarming disregard of the work standards that we know are essential to the protection of the health of women workers is being practiced in some quarters and advocated in others. This short-sighted policy must be checked. Our men at the front must have equipment, our women must help produce it. This they can do only if employed for hours that do not undermine their health and strength. Eight hours a day, six days a week under our mass production system is a long time to comply with the demands of a machine or factory. It is a period which should not be exceeded in the case of women workers, except when the pressing needs of our boys at the front make exceptions temporarily necessary.

As a result of the war, women workers are being drained from the service and other civilian industries. Labor is scarce and should be utilized where it is most urgently needed. Pleasure driving has been banned in order to conserve rubber and gasoline for the prosecution of the war. Precious labor now being used to provide peace-time comforts and luxuries for civilians will also have to be conserved. Certain it is that the health of women workers must not be sacrificed through the employment for long hours to provide the civilian population with nonessential, peace-time services, or to assure the continuance of business as usual.

These matters were seriously considered at a recent conference on the employment of women in wartime called by the Secretary of Labor. Resolutions expressing the conclusions of the conference on this important subject are attached. May I urge your support in promoting the observance of the standards embodied in these resolutions? The times are critical and the cooperation of all is required if labor standards necessary to women's health and the war production are to be maintained.

Sincerely yours,

Mary Anderson

Mary Anderson, Director.

Resolution Unanimously Adopted at Conference on Employment of Women in Wartime Called by Secretary of Labor

March 11 and 12, 1943

Whereas millions of women are being employed in industry today and millions more must be employed in the coming year if adequate materials to meet the needs of our armed forces are to be produced; and

Whereas the maximum output of women workers depends upon the maintenance of their efficiency and health; and

Whereas statistics show that sickness rates are much higher for women workers than for men; and

Whereas experience has proved that long hours and unwholesome working conditions constitute the main cause of sickness and absenteeism; and

Whereas this conference of commissioners and officials of State labor departments and the District of Columbia meeting together in Washington for two days, March 11 and 12, 1943, has considered means by which the employment in war and civilian industries may most effectively be utilized; and

Whereas representatives of the War and Navy Departments attending these meetings have testified to the necessity of maintaining reasonable hour standards incorporated in existing State legislation and have asked only that exceptions be made in emergencies created by the urgency of the war effort; Therefore be it

Resolved, That this conference go on record as continuing to endorse the standards of hours of employment which have been consistently adopted by conferences during the past year between State labor commissioners and representatives of the U. S. Departments of Labor, War, Navy, and other Federal agencies, namely:

The State laws and regulations embracing the following basic principles should be preserved except where modification may be necessary during the war period to insure maximum production:

1. A maximum 48-hour week.
2. An 8-hour day.
3. One day of rest in seven.
4. Adequate rest and meal periods.
5. Adaptation of hours of work and working conditions to the age and sex of the worker, except that there must be no relaxation or modification of standards governing the employment of minors under 16.
6. Proper safeguards for health and safety.
7. The same wage rates for women as for men.

Resolution Unanimously Adopted at Conference on Employment of Women in Wartime Called by Secretary of Labor

March 11 and 12, 1943

Whereas the health and well-being of women employed in civilian industries is as essential to our National wartime economy as is that of workers engaged in war industries; and

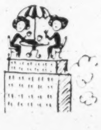
Whereas long hours and poor working conditions in civilian industries lead to sickness and absenteeism: Therefore be it

Resolved, That peacetime standards of hours and conditions of work be not relaxed in these industries in order to provide conveniences, goods, and services for war workers and civilians which in peacetime may be desirable but in time of war are not truly necessary to our well-being; and be it

Resolved further, That if, in order to provide for the basic subsistence needs of war workers and civilians, a relaxation of State labor laws may be necessary, such relaxation be granted only in those areas in which critical labor shortages exist; moreover, be it

Resolved further, That in such areas of extreme labor shortages relaxations be permitted only for the production of goods and services necessary to provide for the basic minimum subsistence needs of war workers and the civilian population, and that definite standards be established for determining the need for such relaxation.

SOMETHING NEW

IF YOU ARE / HOW YOU CAN	**Save on OVERHEAD** Get a kick out of decorating by using your ingenuity more, and your bankroll less.	**Save on FOOD** Learn to keep healthy in a war economy by reading *Eat Well For Less Money*.*	**Save on TRANSPORTATION** Be walk-happy. Don't ride needlessly on anything—from a subway to a plane.	**Save on CLOTHING** Baby your clothes. Restyle the old, make some of the new. Buy only what you need.
A YOUNGER MARRIED	Repair or remodel rather than replace. Redye faded or off-key draperies and slipcovers, or stitch up new ones yourself. When the wallpaper gets ratty, brighten it up with cold-water paint. When the glassware gets low, bring out your wedding-present horrors and, goody, use them up. Learn to change fuses and fix plugs yourself. Don't waste electricity—for lights and all appliances, make rule "No use, no juice."	Remember, normal diet requires about 3,000 calories per day. Study calorie content of the foods you buy. Do marketing in bulk and reduce individual item cost. Look for seasonal specials. Carry home your own supplies. Plan meals to use less fuel: one-dish specialties, all-oven menus, etc. Save vegetable juices as a base for nourishing meat soups. Cereals are plentiful, cheap and nourishing—don't skimp. For hungry youngsters in mid-afternoon or the breadwinner home from work, be ready with inexpensive high-octane energy snacks, like bread and jam, fruit, or egg-nog.	First of all, stay at home more. For short distances, walk instead of taking the bus or trolley. Hoof it to market. Bus it home. Gang up with other wives to use one car once a week to carry heavy or bulky packages. Use taxis and trains only if absolutely necessary. If you are an Army wife, try using coaches instead of Pullmans when you visit your husband at camp. Store up War Bonds now for a car—or a plane—or a boat trip later.	Take stock of your wardrobe. Revamp discards. Patch summer cottons with bits stolen from the hem, and wear for housework. Make over old coats, dresses and suits for the children. Salvage pieces of good tweeds for scarves and hats. Keep the family's clothes in top-notch condition by proper hanging, cleaning and mending. Guard winter woollies from moths by cleaning and mothproofing before egg-laying season sets in.
A CAREER GIRL	Scour the family's attic for discarded tables, chairs, beds, bureaus to furnish the apartment. Revamp your old college draperies. Do more of your own laundry and dry cleaning. Have your own clean-up days, and send out fewer SOS's for the cleaning woman. If you and your roommate go out with your dates on the same nights, you'll save on gas, electricity and water. Maybe you can live at home—you'll save a lot on room and board, and you won't have phone, gas and electricity bills to face every month. In any case, remember the rule—"No more than a quarter of your salary for rent."	Have an open mind toward substitutes for coffee and butter. Set the alarm a few minutes earlier and make up your own lunch box. How about organizing a lunch club—with dues a daily War Stamp? Come summer, hold club meetings on the roof and get your sunshine vitamins free. For dinner gang up with other girls to buy, cook, eat, wash up. For necessary proteins serve more fish, beans, cheese. 	Have your shoes soled and heeled regularly so they'll wear longer. Then put them to harder use by walking to and/or from work. A nickel or two a day buys a War Bond or two a year. A New York copywriter with a head for figures conscientiously walks to the office via Fifth Avenue rather than Madison to "save" a 10-cent instead of a 5-cent bus fare. If the office is on the other side of town, make a study of the city's transportation systems, inquiring into transfer and token saving possibilities. Plan to spend your vacation nearby—in an easily accessible spot. Or how about a planned walking tour?	Be clever in planning your wardrobe so that any one item will go with any other. Make old blouses into dickeys. Make old evening clothes into a housecoat or lounging pyjamas. Save on stockings by wearing socks in the apt., leg make-up in the office. Wear more cotton underclothes. Freshen up droopy hats with a new veil or flowers. Don't be caught with "nothing to wear," then dash out and buy a dress you don't need and won't like. Try the girls' departments for slips, pyjamas, bathrobes, girdles, stockings; the boys' departments for shoes, socks, sweaters, coats.
A COLLEGE GIRL	Revive the old trick of decking out orange crates with inexpensive fabrics for bookcases, dressing-tables and snack bars. Patronize the campus co-op for furniture and books. Borrow abandoned bedspreads and draperies from home. If you've a passion for menageries, create Dr. Seuss animals with a little home needlework. Decorate the walls with travel and war posters or maps. Be chary of paper, ink, erasers, blotters. Take a tip from one sorority whose living-room rug was in shreds. They painted a mad, gay design on the floor and put the new-rug fund into Bonds for their 1953 sisters.	Eat the meals Pappy pays for—at the college dining-room or in the house. Relax. Eat slowly. Enjoy your food. Don't gulp. Don't skip breakfast. If you find yourself wasting away, complain to the authorities. For that starved feeling around four o'clock try an apple instead of a fifty-cent tea. On roomie's birthday, instead of a lavish party—out, celebrate with a dorm spread—in. Patronize off-campus hasheries only on super-duper occasions like the advent of the Navy. Homeward bound, instead of dinner in the diner try a sandwich in the station (an easy dollar saved).	Think twice before you rush off for those gala weekends at far-off havens. Save the *seat* on the choo-choo for a soldier or sailor on furlough. Save the *fare* for War Stamps. Save the price of a new formal for a Bond. Hollins College gals stay put over weekends and trundle the step into town on Saturdays to help War Bond sales. Walk wherever you can. Don't wear out your bike tires on short rides. Save them to take you to places you couldn't reach otherwise. If you live hundreds of miles away, start looking now for a summer job near college and save the carfare home.	Give up shopping as a recreation. Buy only clothes you need now and can wear for years to come—in college, at work or housekeeping. Be careful of the clothes you have. Take time to fold sweaters, hang dresses and coats, mend small holes. Start a repair clinic on campus like the one at the U. of Wisconsin. Enlist the services of the home ec. girls to teach you how to sew, darn, weave. Save laundry bills and wear-and-tear by washing your own underclothes, socks, sweaters, blouses. Shine your own shoes. When you *must* yield to the latest fad, make your own whimsical whatnot.

Reprinted from the March, 1943, issue of **MADEMOISELLE**

FOR UNCLE SAM

Save on BEAUTY

No false savings. Buy products you trust but make them give you much longer service.

Buy large economy-size cosmetics, then transfer lesser amounts into smaller vessels and hide the mother ship from dirt, heat and light. Apply a *little* hand cream or lotion to prevent chapping instead of smearing it on thickly once the damage is done. After a day of dirty jobs, cream hands well and glove. Train the spouse and the young ones to keep the soap dishes dry. Save on soap and shampoo by using a water softener. Learn to make a hairdo last longer by arranging it for the next day before going to bed. Don't fluff powder all over the room—press it on, a little at a time.

Eat well—and start your beauty from within. Try make-ups which serve both as powder foundation and as powder. Use a lipstick brush and get at the bottom of your lipsticks. Use one cleaning tissue for many lipstick-settings. When your perfume bottle runs dry, fill it with water and use as a scented hair spray. Freshen oily hair with cologne (on roots), and brush. Alternate your trips to the beauty parlor with self-service shampoos and finger waves. Get double duty from your perfumed soaps by placing them sachet-like in your lingerie drawer until you get around to using them.

Stock up on a good shampoo, manicure set, et al., and keep in trim on your own. Or organize a dorm beauty clinic. Drain the last dregs of nailpolish from the bottle by thinning with a solvent. Be sure a new shade of lipstick or nailpolish suits you before you buy it. Remember, a thin layer of face cream is just as efficient as a thick layer. Try using shields as well as deodorants to keep you and your clothes beautiful.

Save on RECREATION

Money isn't necessary to enjoy yourself. Go to free amusements. Relax at home.

If your husband's not in uniform yet, don't waste him on movies or nightclubs (you *can* have fun, sober). Learn a language together. Spanish, maybe. Vary this with reading out loud, playing bridge with the couple next door. Instead of dinner parties, give dessert parties or picnics. If your husband is in the Service, write him every day—no foolin'! Go to free concerts and amateur plays. Visit art galleries and museums. Read. Read. Read. Start sewing circles and make your own gifts—e.g., War Stamp corsages. Buy War Bonds with the money you save and mark them "Vacation to South America."

Give up those after-working-hours, pick-me-up cocktails. Instead of buying a symphony ticket, put your vic to work. Organize a classical concert club with some of your friends, each member to contribute either a record or a War Stamp for the evening's entertainment. Cut down on the movies. With the *money* you save, buy War Stamps. With the *time* you save, do USO work or canteen duty—and have more fun in the bargain.

Does your movie house charge a quarter? Buy a War Stamp instead—and see the campus amateurs perform. Better yet, be one. A Sarah Lawrence girl wrote a soapbox skit in rhyme, and an "orator" and ten "Bowery bums" acted it out in the college dining-hall to start a Bond campaign. Visit the libe and get one of those thrillers you "never have time to read." For sorority dances, instead of hiring a band, play a juke box and charge War Stamps to play "request numbers." Take a cue from the gals at Iowa U. who salt away all homecoming funds into Bonds for post-war scholarships.

GOLDDIG for Uncle Sam

MLLE approves the ancient art of golddigging when it's chaperoned by your Uncle.

Get permission to pick your husband's change pocket when he comes home at night, and confiscate all dimes (or quarters) for Stamps. Fleece your friends of their pennies by selling them War Stamps from stock kept at home. Get a Stamp book for baby and needle everyone who asks for a peek at Junior for an entry—double entry for privilege of holding the cherub. As books fill, buy War Bonds for "Tommy's education."

Make a bargain with the boss. Every time you catch him swearing, make him fork over a War Stamp. Whenever your roommate leaves a light burning, make her do the same. If your date starts to hail a taxi, stop him, take a bus—or walk, and make him promise to buy Stamps with the savings. One Hollywood glamour girl makes all her dates for dinner-at-7 instead of dancing-at-9, puts the dinner money she saves into War Stamps. If you have a one-and-only who always brings candy or flowers, express an ardent love of Stamp corsages. For birthdays let your want list be War Bonds more and more.

Long Island U. co-eds won't have coke dates unless they're "bought" with a 25-cent War Stamp. The next time you're invited to a dance and He asks you what color dress you're going to wear, tell him it's a little number that would look divine with a Warsage. Persuade your parents to give you a War Stamp for every letter home. Get your roommate to buy a Stamp for every letter from the boy friend—the more she buys the happier she'll be. If the prof is late to class, dun him for a Stamp toward scholarship Bonds. If you are late, let him turn the tables and dun you.

EARN for Uncle Sam

Serve him doubly. Put your hobbies and talents to work. Put the proceeds into Bonds.

Have you a talent you're hiding under the housewife's cloak? Bring it out. Have fun with it and earn some Bond-money, to boot. Do you speak Spanish? Hold a Spanish conversation class for your friends. Do you have a knack for handling young children? Start a small nursery school in your house (but look up the state laws first). Do you play the piano? Give lessons to the girl next door, and hear her improve. If you live in the country, plant lots of vegetables and sell the surplus. If you live in a defense city, you'll serve Uncle Sam best by taking in roomers.

In your leisure time, relax and earn. After a week in the office you need some good fresh air. You'll get plenty working in a Victory garden. You'll earn Bond-money selling the produce. If you act or sing, get up a stunt and try to sell it to your radio station. If you're handy with your digits, make sachets or knit sweaters to sell. Save a good hunk of your salary for next year's income tax, but invest *extra* earnings in Bonds.

Cook up new ways to earn money on campus, but leave the regular college jobs for the girls working their way through. Turn your room into a beauty parlor and give waves and manicures. Make sandwiches to sell between classes and at bedtime. Open a 5-cent-candy stand in your room. The Drama Workshop at Southern Cal. played Geo. *Wash. Slept Here,* charged a 50-cent War Stamp for admission. Why not follow suit and sell the talents of your club, orchestra or athletic team? Put the Bonds you earn aside for your trousseau (but don't wait 'till they come due to get married!).

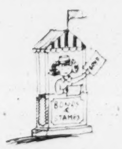
SELL for Uncle Sam

Hint for March: Make shamrock War Stamp corsages and sell on St. Pat's Day.

Turn Minute Maid, Molly Pitcher, Pinafore Girl or Yankee Doodlette for a few hours each week. Atlanta's younger set hawks Stamps daily from 1:30 to 2 while a couple of bands play from a Bond Wagon nearby. Nashville Junior Leaguers held a "hard-to-get" auction, netted $3,500 of Bonds sold from a pair of nylons alone. Arizona garden clubbers sold $40,000 worth of Bonds at a Victory Garden Party. A New Orleans fashion show went over the million-dollar mark. Other best sellers are: "Swap shops" for white elephants, War-Stamp teas, Victory balls (with $500-Bond boxes).

Devote ten minutes of your lunch hour to Minute Maiding near the office or factory. Plan an evening bridge party with admission and prizes payable in Stamps, refreshments buyable with Stamps. When a convention came to town, a railroad cashier in the wilds of Maine organized girls to sell War corsages and operate a Victory bar, for which local druggists contributed soft drinks. The Younger Women's Club of Somerset, Ky., had pictures taken of a local hero who shot down 8 Jap planes, then gave one (autographed) with every Bond purchase during a one-week campaign.

Sign up for duty in the campus Stamp booth. Make the price of admission to your dances a War Stamp. Kansas U held a Jam Session where everyone bought a Stamp to dance. "Admission by War Stamp Only" dances are held monthly at Brooklyn College. Goucher gals set out to buy a jeep a month, got the first in less than 2 weeks. The U. of Richmond launched a Stamp campaign to buy a $15,000 plane.



BUY MORE BONDS

College Women In War Work

Since the declaration of war by the United States of America, the demand for the services of college-trained women has increased immeasurably. Women are more urgently needed than ever before in the fields of work which have been customarily theirs and at the same time must fill positions in occupations previously monopolized by men as well as in the many new fields which are being opened.

In order to present to the students in College the changing picture of the employment situation, the following summary has been compiled from the openings which have been reported to the Smith College Vocational Office. It is intended to indicate the principal employment trends at the present time but does not pretend to be a complete enumeration of all available opportunities; for many important fields, such as law and medicine, have been omitted. Space has not permitted a complete listing of employers seeking the services of the graduating class and those included were selected as typical illustrations. The positions described have been purposely limited to those available to inexperienced candidates. The material has had to be presented in the briefest possible form. Fuller and more exact information may be secured at the Vocational Office.

VOCATIONAL OFFICE
SMITH COLLEGE
NORTHAMPTON, MASS.

MARCH 1943

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
Chemistry (Non medical)	chemistry*	mathematics physics	assisting in research and development laboratories analytical work testing and inspecting
Applied Mathematics	mathematics*	a. physics engineering (usually given on the job)	a. engineering aide: assisting with analysis of test data for design, experimental, and test engineers in all technical fields, i.e. flight test data, stress analysis, gauge testing, measuring, calculating, etc. motion and time study production scheduling
		b. higher mathematics statistics	b. actuarial work
		c. ~~statistics or~~ accounting	c. accounting, auditing
Physics	physics*	mathematics courses in specific field of interest engineering training (usually given on the job)	engineering aide (see a. above) radio testing and research electrical testing and research degaussing checking, testing and measuring Army & Navy equipment building apparatus research on new and secret war devices teaching aviation cadets
Oil Geology	elementary geology mineralogy invertebrate paleontology	micropaleontology lithology	office and laboratory work with oil well records
Meteorology	meteorology elementary physics	mathematics geology or geography	junior meteorologist forecasting
Astronomy	astronomy	mathematics physics	computing research teaching navigation

*** Major required for more advanced work but positions are available to candidates with one or more courses.**

Demand	*Where Needed*
unlimited	War Department—Services of Supply, Navy Department—Bureau of Naval Research, Bureau of Mines, TVA, Dept. of Agriculture, OAPC; industrial plants such as: duPont, General Motors, U. S. Rubber, Hercules Powder, Eastman Kodak, Merck, Squibb, Standard Oil; research organizations such as Carnegie Institute
unlimited	National Advisory Committee for Aeronautics, Bureau of Standards, Aberdeen Proving Ground, Army and Navy Ordnance, TVA, OSS, Maritime Commission; industrial plants such as: Curtiss-Wright, Chance Vought, Pratt & Whitney, Eastman Kodak, RCA, General Electric; MIT, Anonymous Research Projects at Harvard
	b. insurance companies
	c. many Government agencies, banks, insurance companies, accounting firms, other business offices and industries
unlimited	War Department—Services of Supply, AAF, Signal Corps; Navy Department—Ordnance, Bureau of Naval Research, Mine Warfare Section; Bureau of Standards, Aberdeen Proving Ground, OAPC; industrial plants such as: Polaroid, RCA, Bell Telephone Laboratories, General Electric, Westinghouse, General Motors, Curtiss-Wright, American Optical Company, Bendix, Sperry Gyroscope, Control Instrument; Anonymous Research Projects at Harvard, Radiation Laboratories at MIT, and other Government controlled research laboratories, Army and Navy training schools.
steady but limited	major oil producing companies, such as: Shell Oil, Gulf, Texaco, Phillips.
immediate placement	Army, Navy, WAACS, WAVES, CAA, U.S. Weather Bureau, commercial airlines.
limited	Naval Observatory, research observatories, Army and Navy training schools.

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
Medical Laboratory	chemistry zoology or bacteriology	laboratory technique in serology histology physiology	histology, blood counts, routine analyses assisting with experimental and research work
Public Health	public health including: bacteriology zoology chemistry	graduate degree necessary for advancement	laboratory routine analyses assisting on research projects health education propaganda
Nursing	one year of chemistry graduate training in school of nursing	zoology bacteriology	during training classes and practical work on the wards after training bedside nursing supervising public health nursing teaching nursing
Physical Therapy	inter-departmental major in science, especially zoology and physics, plus sociology and psychology 6 to 9 months training in physical therapy	graduate training in physical education	assist physicians in treatment of patients by use of massage, ray treatment, baths, etc. giving exercises designed to correct muscular ailments
Occupational Therapy	liberal arts including courses in psychology, sociology and zoology 1 to 2 or 3 years graduate training in school of occupational therapy		assist physicians in treatment of patients by use of handcrafts, recreational and educational activities

Health - Nutrition dietitians

Demand	*Where Needed*
not enough candidates to meet demand	Army and Navy Hospitals, civilian hospitals, doctors' offices, research organizations such as Rockefeller Foundation, Brady Urological Institute, etc.; some industrial firms, such as: Merck, Squibb, Lederle Laboratories, etc.
all qualified persons can be placed	U. S. Public Health Service, state and city public health laboratories, health educational and propaganda organizations, such as: National Tuberculosis Association and the various state associations
unlimited. 65,000 new recruits needed in 1943	Army and Navy Hospitals, here and abroad; all civilian hospitals, state and district public health organizations; will be needed in reconstruction work; also sought by industry, business concerns, schools, etc.
inadequate supply of trained technicians available war is bringing increased need	Army and Navy Hospitals, civilian hospitals, etc.
inadequate supply of trained technicians available war is bringing increased need	Army and Navy Hospitals, civilian hospitals, especially children's hospitals, orthopedic, mental, tuberculosis and other special hospitals.

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
Drafting	mechanical drawing isometric and perspective drawing general drafting blue print reading	mathematics physics design statistics	tracing detailing, layout engineering drawing assisting design engineer statistical charting
Cartography	cartography topographical drafting	geology geography	drawing and copying maps making maps from aërial photos
Editorial	liberal arts	English composition social sciences languages typing experience on student publications	report writing and editing publicity writing news releases information service reporting
General Office Work	liberal arts	economics English mathematics typing accounting	clerical work correspondence administrative work accounting production scheduling bank teller work learning underwriting learning copywriting
Secretarial	liberal arts shorthand typing	English economics and statistics foreign languages natural and mathematical sciences	taking dictation and typing administrative duties research personnel

Demand	*Where Needed*
unlimited	Army and Navy Ordnance, Maritime Commission, WPB, industrial plants, such as: Pratt & Whitney, General Electric, Bendix, RCA, Grumman, Consolidated, Fisk Tire, Bethlehem Steel Ship Building Divisions; the Navy Yards, and marine architects
immediate placement	Army Map Service, Army and Navy Ordnance, Maritime Commission, AAF, U. S. Weather Bureau, WPB, TVA, OSS, Fairchild Aërial Surveys
positions available but not plentiful	most Government agencies, such as: OWI, OCD, FPHA, CIAA, OGR, OSS, OEM, Army and Navy Intelligence Departments; news magazines, company magazines, publicity departments of industries, newspapers
unlimited	all Government agencies; banks, insurance companies, advertising agencies, etc. (in many instances training courses for junior executive jobs are offered), industrial concerns, the Associated Press
unlimited	all Government agencies and all business concerns, educational institutions, hospitals, etc., with individuals, usually professional people

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
Personnel Cornell USES.	liberal arts psychology social sciences	public administration for Civil Service mathematics for analysis statistics English	job analysis job classification personnel record keeping testing, interviewing placement, training counseling time study motion study
Contact Work [illegible]	liberal arts	psychology social sciences economics languages	represent the company to the public explain service assist clients handle complaints selling and training for junior executive positions
Applied Economics	economics*	mathematics statistics labor problems typing shorthand accounting computing machines	computing tabulating report writing market analysis cost estimating purchasing
Research	social sciences including economics and history	international relations international trade international economics English composition foreign languages statistics	gathering information analysis of: information public opinion propaganda keeping library of information report writing

* **Major preferred, candidates with 12-18 hours accepted.**

Demand	*Where Needed*
considerable in Government agencies some in industries and business concerns	nearly all Government agencies especially OEM and War Department, Civil Service Commission; industrial plants, such as: U. S. Rubber, Pratt & Whitney, Sperry Gyroscope
some	railroads, airlines (domestic and international), telephone and telegraph companies, International Business Machines Corp., department stores, claims departments of insurance companies, public relations departments of industries
unlimited in Government agencies in Washington some demand in branch offices of Gov. agencies in large cities considerable demand in business	Government agencies, such as: OPA, OEM, WPB, OAPC, NRPB, Bureau of the Budget; U. S. Treasury, NWLB, BEW, BLS, Bureau of Agricultural Economics, banks, insurance companies, financial houses, offices of industrial concerns
many positions in Government agencies fewer in business	Government agencies, such as: OWI, OSS, OEM, FPHA, CSC, CIAA, WPB, NWLB, BEW, BLS, Bureau of Agricultural Economics; news magazines, newspapers, Encyclopaedia Britannica

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
Translation Intelligence	thorough knowledge of one or more foreign languages	history social sciences international relations international trade international economics knowledge of foreign countries foreign residence shorthand & typing extensive English vocabulary	translation censorship radio monitoring editorial work bilingual typing and stenography
Library	liberal arts	foreign languages typing graduate training in school of library science technical background	library work general technical translating and abstracting scientific articles
Recreation Red Cross USO	liberal arts	graduate training in physical education art, music, dramatics organization or group experience	planning of entertainments directing recreational games play production leading group singing and other group activities conducting orchestra
H Social Work	liberal arts courses in: government economics sociology psychology biology foreign languages	graduate study in school of social work (most schools are offering accelerated courses)	case work in family welfare and child placing agencies—public and private medical social work in hospitals

Demand	*Where Needed*
greatest need is German, Italian, Spanish, Portuguese and all lesser-known languages, especially oriental languages	Overseas Division of OWI, Foreign Broadcasting Division of FCC, Organizations and Propaganda Analysis Section of Department of Justice, Postal Censorship, Department of State, OSS
increasing demand in special library field, inadequate supply of general librarians need for technical background for special library work	Government agencies (nearly all agencies have special libraries), public libraries, school and college libraries, special libraries in research organizations, business and industrial concerns
a. some demand for students immediately after graduation	a. YWCA, Girl Scouts, Camp Fire Girls, etc.
b. considerable demand for persons 25 years old, and those who have had exceptional group work experience are accepted somewhat younger	b. USO, American Red Cross, Army and Navy
unlimited number of professionally trained workers needed some positions for untrained workers when professional people unavailable need will continue to grow after the war	Government agencies in Washington, such as: Federal Security Agency, FPHA, OCD, Department of Agriculture; all public and private agencies, Red Cross here and abroad, hospitals; will be needed for post-war reconstruction work here and abroad

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
Teaching:			
College Assistantships	A.B. degree with major in chosen field		assisting in department of chosen field
High School	major in subject to be taught	minor in secondary subjects to be taught psychology	teaching
Public	courses in education to meet State requirements		
Private	courses in education required by all private schools except those in New England, N. Y., N. J., Penn., Delaware, Maryland and California		
Grade School	courses in education to meet State requirements	social sciences practical art music—choral and piano psychology	teaching
Nursery School	child development major	music—choral and piano practical art psychology	teaching

Child care

Housing

Industry

Factory

Transport

Banking

Business

Demand	*Where Needed*
increasing number of opportunities for women especially in scientific departments and economics	all colleges and universities
candidates needed in all fields greatest shortages in mathematics, science, Spanish, English, history, geography and physical education	openings reported to the Vocational Office in public schools, chiefly in New England, N. Y., N. J., etc., and in private schools all over the country
unlimited but difficult for graduates of liberal arts colleges to fill requiremerits of some States for certificates to teach in public schools	majority of positions reported to the Vocational Office are in private schools
rapidly growing demand in industrial areas	public and private nursery schools, child care centers, day nurseries

Nature of Work	*Training Required*	*Additional Training Desired*	*Job Description*
WAAC	A.B. degree not required but distinct asset	all emergency training courses valuable, especially motor corps nurses aide drafting scientific courses radio photography typing, shorthand statistics accounting foreign languages	general office work secretarial work cryptography driving car or ambulance statistics radio operating library work drafting
WAVES SPARS Marines	for officers' training A.B. degree, or two years of college work and two years experience for enlisted women A.B. degree not required	courses in mathematics physics and chemistry for Technical Group	communications personnel public relations supply corps

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The U. S. Civil Service Commission has recently announced a Junior Professional Assistant Examination which is to be held periodically throughout the spring. Eligibles from this examination are particularly desired in the fields of Public Administration, Business Administration, Economics, Economic Geography, Library Science, History, Public Welfare, Statistics, Mathematics and Agriculture. Eligibles are also in great demand in the fields of Chemistry, Engineering, Geology, Metallurgy, Meteorology, and Physics.

The examination has been established primarily for college seniors and recent graduates who will receive appointments for the duration of the war and up to six months thereafter. Every candidate for a position in the Federal Government must have a Civil Service rating.

Demand	*Where Needed*
college graduates wanted in large numbers	United States Army (in U.S. and overseas)
college graduates wanted in large numbers	United States Navy United States Coast Guard United States Marine Corps

Free training courses for war work are offered at most colleges and universities under the Engineering, Science, Management War Training program of the U. S. Department of Education. Courses vary in length from six weeks to six months, and include such subjects as drafting, mechanics, engineering aide training, production supervision, etc. Many industrial companies have established their own training courses and pay trainees during the learning period. Two large aircraft companies, at their expense, are sending selected students to recognized engineering colleges for a training period equivalent to two semesters.

ABBREVIATIONS FOR GOVERNMENT AGENCIES

A.A.F	Army Air Forces
B.E.W	Board of Economic Warfare
B.L.S	Board of Labor Statistics
C.A.A	Civil Aeronautics Administration
C.I.A.A	Coordinator of Inter-American Affairs
C.S.C	Civil Service Commission
F.C.C	Federal Communications Commission
F.P.H.A	Federal Public Housing Authority
N.R.P.B	National Resources Planning Board
N.W.L.B	National War Labor Board
O.A.P.C	Office of Alien Property Custodian
O.C.D	Office of Civilian Defense
O.E.M	Office of Emergency Management
O.G.R	Office of Government Reports
O.P.A	Office of Price Administration
O.S.S	Office of Strategic Services
O.W.I	Office of War Information
T.V.A	Tennessee Valley Authority
W.P.B	War Production Board

NON-GOVERNMENT ORGANIZATIONS

M.I.T	Massachusetts Institute of Technology
R.C.A	Radio Corporation of America
Y.W.C.A	Young Women's Christian Association
U.S.O	United Service Organizations

MOBILIZATION POLICIES — APRIL, 1943

Nyswander

M-5283

April 21, 1943

Note to Editors:

Here is a list of some necessary civilian jobs for women which might suggest subjects for September magazine covers. All the jobs mentioned here are those which the War Manpower Commission considers necessary and in which women already have begun to serve. They also represent work for which women are now needed and will be needed increasingly in the next few months.

Those magazines who wish to assign photographers or artists may write to the Magazine Division for suggestions as to places where women are actually at work on these jobs.

This listing does not include the obvious war workers such as women working in airplane, tank, or ammunition factories, and women in the military auxiliaries such as WAACS, WAVES, SPARS and Women Marines. This is because we hope through the September cover promotion to call attention to those jobs which have not been viewed up to now as war jobs but without which civilian life could not go on.

We hope that the following list, Necessary Civilian Jobs for Women, will be provocative and that you will let us know just as soon as you have selected a subject for your cover.

Dorothy Ducas, Chief
Magazine Division
Office of War Information

M-5283

Necessary Civilian Jobs for Women

Agriculture

- Canning plant worker
- Farm worker
    - Dairy work (bottlers, washers, laboratory workers)
    - Fruit picker
    - Poultry farm
    - Truck farm
- Lumber worker
- Meat packing plant worker

Communications

- Radio technician
- Telegraph messenger
- Telegraph operator
- Telephone operator
- Teletype operator

Education

- Child psychologist
- Librarian
- Nursery school attendant
- Playground supervisor
- School clerk or stenographer
- Social worker
- Teacher

Medical Care

- Clinic attendant
- Dental hygienist
- Dietitian
- Hospital attendant
- Laboratory technician
- Medical social workers
- Nurse (public health, hospital, industrial)
- Physiotherapist
- Receptionist, assistants in doctors and dentists offices

Newspapers and Printing

- Journalist (editor or reporter)
- Linotype operator
- News photographer
- Proof reader

Restaurants, Cafeterias, Hotels, Boarding Houses

- Boarding house manager
- Cafeteria counter attendant
- Chamber maid
- Chef
- Cleaner
- Cook
- Dietitian
- Dishwasher
- Elevator operator
- Floor supervisor
- Food buyer
- Hotel housekeeper
- Kitchen supervisor
- Linen room supervisor
- Room clerk
- Service superintendent
- Steward (house, floor, kitchen, pantry, silver)
- Switch board operator
- Waitress

Retail Trade

- Baker
- Butcher
- Department store clerk (older woman - durable goods)
- Drug store clerk
- Grocery store woman (clerk, cashier or delivery)
- Stock clerk
- Wrapper

Service Trades

- Carpenter
- Clothes repair service
- Electrician for repair and maintenance of household appliances and furnishings
- Household worker
- Laundry and dry cleaning
  - Checker
  - Delivery
  - Dyer
  - Hand laundress
  - Hand presser
  - Inspector
  - Machine presser
  - Marker
  - Measurer
  - Sorter
  - Spotter
- Plumber
- Seamstress
- Tailor
- Typewriter repair

Technical Work

Chemist
Engineer
Industrial nutritionist
Map maker

Transportation

Baggage clerk (at depot)
Bus driver
Commercial airport mechanic
Commercial plane dispatcher
Conductor - on railroad, trolley, bus
Delivery truck driver
Engine wiper
Filling station attendant
Garage mechanic
Information clerk
Milk truck driver
Motorman on trolley
Oiler on railroad
Railroad track walker
Section hand
Stewardess on commercial plane
Taxi driver
Ticket taker at railroad station

"White Collar" Worker

Bank clerk and teller
Bookkeeper
Cashier
File clerk
Stenographer (especially in industrial plants, government offices and public utilities)
Typist (especially in industrial plants, government offices and public utilities)

Fahnestock-WMC-3336

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Wednesday, April 7, 1943

PM-4356

Charlotte Carr, Assistant to the Deputy Chairman of the War Manpower Commission, today said that the "transition from manpower to womanpower on the war production front is not a female problem but an employment problem--a process of adjusting millions of new workers to new jobs".

Speaking before the Academy of Political Science at Columbia University, New York, Miss Carr said that in making this transition, women workers, industry, and the Government face essentially the same difficulties that would arise if millions of green men workers were to be absorbed hurriedly into expanding industries.

"To get the most out of this green hand", Miss Carr said, "he--in this case she--must first be directed to work which matches her abilities, and second must be employed under conditions which make for top efficiency. In the old days we would have called this a placement and personnel management problem. Today we call it womanpower mobilization.

"Womanpower", Miss Carr continued, "is a new name for something we have always had. Because the word has been over-glamourized we tend to forget that industrial work is an old story to millions of women in this country. What is new about today's situation is that women workers now have a seller's market.

"We need women desperately. Since we need them so desperately, we must be sure that they are placed on jobs where they can be most productive and that they are employed under conditions which result in steady maximum output. Conditions both on the job and in the community must make it possible for women to work efficiently six days a week, every week."

Miss Carr foresaw no serious difficulty in recruiting enough women workers to meet war-time demands.

We do not need to start a patriotic crusade to persuade women to take jobs. Women know they are needed and they want to meet the need. In fact, except in a few very tight areas, there are often more women willing to take jobs than there are jobs for them. Government's responsibility is not to exhort women but to guide them--to give them concrete information about specific jobs for which they are fitted or can readily be trained in their own communities.

"It does a woman no good to hear that two million women workers are needed this year or that women can make a war-time contribution by taking jobs in consumer trades and service industries. A woman needs to know where, in her town, there is a job for which she is needed and for which her background and experience fits her. This is a matter of intelligent guidance on a local basis. The government agency which can do this job is the U. S. Employment Service through its national network of local employment offices.

"Once women are on the job", Miss Carr continued, "industry faces the responsibility of providing expert personnel service for these new workers.

This does not mean providing anything new, or fancy, or special, for women only. It means providing conditions of safety, comfort, cleanliness, convenience and good supervision.

"It means, in fact, providing the kind of conditions under which men workers always have worked best. Today industry is providing these conditions for women, because their services are so badly needed, because turnover and absenteeism must be reduced."

"WOMEN AND THE WORLD WE WANT"

By Mary Anderson, Director, Women's Bureau
U. S. Department of Labor
Written for Christian Science Monitor

April 6, 1943.

Let us look beyond the present all-out use and praise of women as soldiers on production lines. Let us look beyond the emergency increase in the number and importance of women in the labor force. Let us look to their status in the postwar period. What share can they expect in the fruits of peace growing out of this global war and social revolution? What is the goal women hope to achieve in the world we want?

Women "look forward to the emphasis imperative for the advancement of mankind." That is the ideal towards which women strive. That is the objective they set for themselves at the Women's Centennial Congress in New York City, just a year before our involvement in the war.

This program covers the human race, and women normally make up half the race. After the war women will predominate in this and other countries. Thus, on any count, the peace plans--which must be formulated even during the throes of war--must give special attention to the interests of women but in relation to the greatest good for all our people.

Some 18 million women in employment by the end of 1943 is the prediction--almost 7 million more than at the 1940 census. What will become of all these women after the war?

MANY TO RETURN HOME

There are two realistic approaches to the problem. First, a large number of these women do not expect to continue in paid work. Like the men in the armed forces many women consider their present employment a patriotic emergency duty. They know with the coming of peace, war industries and services will be scaled down, and their special work will be over. Automatically they will return to their regular business of home making.

But there is another inescapable side to the story. For decades in this country millions of women have had to earn a livelihood. Many have had to be the total or partial support of dependents. As a result of the war women's wage-earning responsibilities will be greatly increased. A large number of women in all types of positions will have to continue to take the place of men--to take the place as breadwinners of men who fail to return, or come back incapacitated, from the battlefronts.

The Selective Service Act stipulates that men mustered out of their military, back to their civilian life after the conflict must be given back their jobs. But what about women who as unknown soldiers of production have made their contributions--and sacrifices too--and who also may need, and try to retain employment?

To rebuild the world after the war, to reconvert our own country to normal, will require a vast amount of work--enough to absorb all dislocated workers. There must be a far-sighted employment program of readjustment for men and women and of fair play to both.

We must develop sounder policies and procedures than in the past for women workers--not policies vacillating with each turn of the economic cycle as to women's right to a foothold in the labor force.

Women representatives should play an important co-operative part with men at the council table responsible for formulating all policies pertaining to workers.

Sounder policies for women mean, in the final analysis, sounder policies for men. An important factor in working justice to all and eliminating undesirable competition between men and women is the equal-pay principle.

EQUAL WAGE RATES

The Women's Bureau from its beginning in the last war has advocated that wages be based on occupation and not on sex or race. During the war considerable advance has been made in payment to women of the same wage rates as men. But progress is necessary in many other quarters to uproot and cast out forever the double wage standard, or the use of women as cheaper undercutting labor.

Nor should we sanction exploitation of women workers in any field in any way. The labor standards already achieved for some workers must be extended to all.

Certain emergency trends that have worked to the advantage of women should be continued as an essential part of the democracy at which we aim. For example, the break-down of barriers to the training of women for many types of work and to their employment in many fields heretofore closed to women is a heartening victory.

Also to be strengthened and built into our peace-winning program is the effort to prevent discrimination against minority wage-earning groups. The emergency has caused the prejudice against married women workers to give way to demand for their services. After the war such prejudice must not be allowed to spring up again. Because of current labor shortages older women, Negro women, and women with physical handicaps are meeting with more success in finding work or better jobs. There is need of a permanent well-planned service, to direct all such applicants to the kinds of employment for which they are best fitted.

In fact, the key to the whole work program is to be found in President Roosevelt's creed of the Four Freedoms--most specifically, "freedom from want." This applies not to material things only but to the whole range of spiritual needs. Freedom from want connotes the opportunity for all our citizens to choose the type of work they prefer, in which they can express their highest aims and abilities. Freedom from want connotes a desire to have one's job given a dignity and true social value whether that job is in one's own or another's home, whether in the professions, business, or industry, whether one works with head or hands. It connotes the right of the individual to progress in a vocation according to qualifications and without restrictions due to sex. These objectives should be the guiding principles for women as well as men in the world we covet and are fighting for -- the world of the Atlantic Charter.

April 5, 1943

SEPTEMBER CAMPAIGN

THE MORE WOMEN AT WORK. . . . . . .THE SOONER WE'LL WIN

By and large, women have been --

slow to realize the inevitable need for them to take war jobs--

loath to let go of old habits, pleasant peace-time pursuits.

While this is not to be wondered at, it is becoming increasingly urgent to do something about it beacuse:

1. An army of 11,000,000 men is in the making.
2. Men going into the armed services must be replaced in industry, and in business, by women, older men, minority groups--but mostly by women.
3. It is numerically impossible to continue to wage offensive war without making use of the present UNUSED WOMANPOWER.
4. The following shortages will have to be met by women:

Teachers..............	50,000
Graduate Nurses......	100,000
Student Nurses........	65,000
Transportation	180,000

5. War crops cannot be produced, and food processed, without WOMANPOWER.
6. Child Care centers must be established and manned in order to release women for war work - and, more important, to take care of the acute social problems which already exist in war production centers.
7. Most of the women working now have always worked. We must reach those women who are "waiting to be drafted"--and there are millions who, through ignorance, are waiting.

In order to be effective, we believe it is necessary to get a strong, unified message through every channel that women are familiar with and trust.

The leadership in this promotion should be carried by.

MAGAZINES - supported by:

- Motion Pictures (feature and newsreel)
- Newspapers
- Radio
- Advertisers
- Retail Trade
- Museums
- Trade Press
- Employee Publications

The logical time to conduct such a campaign is in September, because--

1. September is the "labor month" and for that reason it is logical to connect work and women.

2. It is estimated that even before September the "bite" of Selective Service will be felt and that both war and civilian industry will be clamoring for women.

It will be essential to sell all war jobs, because it is estimated that "two out of three women working by the end of 1943 will be working in necessary civilian jobs."

Actually, therefore, the factory job requires only one-third of our promotion. And unless we devote the required promotional attention to the "two-thirds," the effect of incomplete recruiting will be felt not only in the community, but in the falling off of war production through the ill health, exhaustion, low morale, senseless inconvenience of the workers themselves.

Social stigma must be removed from the paid job. Such humble jobs as the following must be glorified as patriotic services:

driving street-cars, delivery trucks, buses
running elevators
working as retail clerks, food clerks, drug clerks
working as waitresses, laundresses
packing food
typing
operating telephone switchboards

If magazines are to take the lead and keynote in this program to women, we suggest that they start with the

COVER-- portraying women in war work - any war job - using an identifying slogan and insignia, and making every effort to get every possible interpretation of "war jobs for women" across. Covers may be as varied as usual, because it is seen that "Woman-power provides a multitude of thematic possibilities. In order to assure no duplication of ideas, we propose setting up a central clearing committee.

The cover alone obviously will not do the most complete job. Therefore, we suggest that the back cover carry a war-working woman too, in its current advertising. (We will approach cover advertisers to use women in their September ads.)

As important as either cover is the --

EDITORIAL CONTENT

This should be mainly on women in war work - here and abroad. Various Government Agencies will be only too glad to suggest any number of stories which are actually a matter of record.

Important, too, in the promotion is the --

ADVERTISING CONTENT

Through the Advertising Council we will present suggestions to advertisers for tie-in campaigna.

MOTION PICTURES: It is our plan to release a dramatic feature through the Motion Picture Bureau, which will tie-in with the September campaign.

Shorts of all types and newsreels will be suggested, including clothes-cosmetic angles, etc. as part of morale.

RADIO: The Office of War Information will plan an extensive network allocation campaign.

NEWSPAPERS: Plenty of news breaks and publicity breaks can be arranged through OWI and cooperating groups.

RETAIL TRADE: The Retail War Campaigns Committee will plan an extensive program to reach 350,000 retail outlets.

MUSEUMS: Several large museums throughout the country are eager to work with the program. Suggest a showing of covers with other exhibits that would be relative - work clothes, machines, photographs--at a large museum in each city. Plenty of publicity would result.

TRADE PRESS AND EMPLOYEE PUBLICATIONS: Complete coverage through OWI and Advertising Council.

MOBILIZATION POLICIES - MAY, 1943

ADVANCE RELEASE

ADVANCE RELEASE: For SUNDAY Papers, May 23, 1943
ORR--WMC--2037

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION PM-4383

Experienced professional and technical men and women in critical fields are assured of all-round placement services when they register with local United States Employment Service offices, Paul V. McNutt, Chairman, War Manpower Commission, said today.

A careful cooperative procedure between the National Roster of Scientific and Specialized Personnel, of the WMC Bureau of Placement, and all local offices of the Employment Service, has been placed in operation, Mr. McNutt said.

The names of registrants, together with information regarding each applicant's availability, are now immediately sent to the National Roster in the event they cannot be placed immediately by the local employment office. Further correspondence may be conducted from the Washington headquarters of the Roster. In this way, it is believed, the qualifications of additional thousands of persons with specifically needed abilities will be entered on the Roster's punchcard system, and important war jobs may be more easily filled.

Orders from employers for scientific and specialized personnel which cannot be filled locally by a local USES office, are forwarded to the headquarters of the National Roster at the time a State Administrative Office of the Bureau of Placement grants State-wide clearance of the local office order.

If the Roster has on its lists names of men and women who meet the qualifications demanded by the local office order, the registration papers are immediately sent to the local offices which received the order. The registrants' availability for new assignments will be noted on these papers whenever possible. Since these registration papers are confidential, employers will be asked not to make notes on the information which may come to their attention as the papers are examined.

The United States Employment Service will handle any necessary negotiations with any employer for releasing a scientifically or technically trained man or woman from present employment to fill a job more important from the standpoint of winning the war.

The National Roster, is now conducting an intensive recheck of some of its registrants in the more critical fields to determine their availability for jobs other than those they now hold, and the conditions under which other employment would be acceptable. The local offices of the United States Employment Service will assist the Roster in contacting individuals personally on these points whenever necessary, Mr. McNutt added. Local Employment offices will also contact Roster registrants in their areas in connection with specific openings which the Roster is trying to fill.

A follow-up system has been instituted by the Roster, so that as names of qualified candidates are submitted to an employer, the Roster is notified of placement results. The new arrangements with local employment offices and State Administrative Offices of the Bureau of Placement will aid in keeping this information up-to-date and complete, Mr. McNutt said.

Orders for scientific and specialized personnel sometimes border on the unique. For example, an order for a production manager in a St. Louis small arms and ammunition plant--salary $8,000 to $9,000--specified that the man be 40-55 years of age, an engineering graduate or possessing equivalent engineering experience, with high intelligence rating, character, judgement..."must have background of toolroom and machine shop supervision, and know current practice in tool, die, and gage production...must be used to supervision of large numbers of both male and female employees and be good disciplinarian..should have recent experience in an industry where production demands close tolerances and excellent finish on highly repetitive operations..applicants who are within draft age and have no dependents or justification for deferment should not be referred..4F status not acceptable..."

In this instance the Roster was able to give the names and addresses of eight men meeting the specifications, one of whom was selected for the job.

In another instance a geologist was needed to head a geological field survey in Eastern Venezuela. The specifications submitted by the employer read as follows:

"Man must have knowledge of regional geology of the Llanos area of Eastern Venezuela; must be familiar with special physical problems of tropical operations; must have working knowledge of the Spanish language. Physical conditions require an extremely able-bodied, rugged individual, of even disposition, calm temperament, with the faculty of remaining for long periods in primitive areas where recreational and social facilities do not exist. The salary is $325 a month plus maintenance. The term is for two years."

From 12 resumes submitted by the National Roster to the company seeking a geologist for work in Venezuela, two candidates were selected for personel interviews. It is expected that one of the two will be selected for the job. Both Roster registrants, incidentally, happen to be residents of San Antonio, Texas.

An important aircraft corporation in Connecticut had almost despaired of finding an expert to head up a department which would develop, operate, and maintain electronic equipment for measuring dynamic strains and deflections of airplanes during tests and actual flying. Finally an appeal to the Roster was made. Result: five qualified men were brought to the attention of the Corporation. If it is deemed in the national interest for these men to leave the jobs where they are now employed to undertake the new assignments, it is probable that the corporation will hire all five.

The occupational fields in which local employment offices will cooperate with the Roster on registration and placement are as follows:

- Accountants and Auditors
- Architects
- Historian
- Historical-Research Assistant
- Chemists, Assayers, and Metallurgists
- Engineers, Chemical
- Engineers, Electrical
- Engineers, Civil
- Engineers, Industrial
- Engineers, Mechanical
- Engineers, Mining
- Statisticians
- Forest Supervisors
- Economist
- Economic-Research Assistant
- Psychologist
- Sociologist
- Biologist
- Bacteriologist
- Geologist
- Paleontologist
- Astronomer
- Physicist (include Geophysicist)
- Meteorologist
- Oceanographer
- Acoustician
- Seismologist
- Horticulturist
- Zoologist
- Manager, Employment
- Manager, Personnel
- Managers, Industrial Organization
- Managers, Production

Roster registrations to date have reached the total of 400,000, exclusive of physicians, dentists, and veterinarians. Registrations still to be obtained probably number over a half-million, Mr. McNutt estimated.

Schroeder - WMC 2036
Jones -- WMC 760

~~Fowler~~
~~Lyddane~~

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION

For Immediate Release
Friday, May 21, 1943

PM-4393

With the employment of men declining because of the demands of the armed services, the employment of women is increasing at so rapid a rate that the needs of the war industries are being met with gratifying success, Paul V. McNutt, Chairman of the War Manpower Commission, said today.

Mr. McNutt said that women's role in the wartime economy will continue to grow during 1943 as the war production program shifts into higher gear and as more and more men are withdrawn for the armed forces. By December, 1943, as high as one-third of the female population of working age 17.4 million women--will be required for the civilian labor force and the armed forces, a net addition to the labor force of close to 2 million women during 1943. He added that this figure must be regarded as the absolute minimum of requirements for additional women since it does not take into account the additional entrants needed to replace women who go off the job. Of the 2 million increased employment of women, munitions industries will absorb 1.3 million and other essential industries 400,000.

The employment of women reached an all time peak of 15.2 million in March, 1943, 1.9 million more than were employed in March a year ago, according to a survey submitted to the Chairman. Employment of women in non-agricultural industry...14.3 million in March, 1943 -- accounted for 1.8 million of the total increase, exactly balancing the loss of men during the period and maintaining the March, 1942, level of 42 million. This large scale replacement of men by women, Mr. McNutt pointed out, raised the proportion of the latter in non-agricultural industry from 30 percent in March, 1942, to 34 percent in March, 1943. Total male employment declined over the year 5 percent, but employment of women went up to 14 percent.

The overall increases, the Chairman explained, blanketed a continuous movement of women from jobs traditionaly their own, to new jobs in machine shops, aircraft plants, tank factories and shipyards. The proportion of women in establishments essential to war production visited by representatives of the U.S. Employment Service reporting program, has been increasing steadily and rapidly. The ratio of female to total employment in these war industries rose from 15 percent in May, 1942, to 25 percent in March, 1943.

"Especially notable has been the increase in female employment in the munitions industries," Mr. McNutt said. "In certain industries women constituted more than half of the entire labor force in March of this year. Aircraft firms, with 11 percent of their workers women in May, 1942, absorbed additional women in such proportions as to raise the female ratio to 31 percent in March, 1943. Employing smaller proportions of women, the iron and steel and machinery industries nevertheless evidenced substantial increases. One of the last industries to relinquish its traditional aversion to the employment of women was shipbuilding but now even in that masculine stronghold the bars have been removed. The record of employment in shipyards reporting shows a rise from 2.4 percent for last year to 7.8 percent for this. Some, in areas of extreme labor shortages, have surpassed this average, employing women beyond 15 percent of their total labor force."

(over)

The Chairman added that the increase has been almost universal for industries covered by the War Manpower Commission reporting program. The rate has been more rapid than the increase in total employment. In 8,000 manufacturing plants which reported employment figures for both May and November of last year, the overall increase in employment over the 6-month period was 17 percent; employment of women in these same firms rose 52 percent. In these establishments:

Where total employment increased	Female employment increased at least
10-20 percent	20 percent
20-30 percent	40 percent
30-40 percent	60 percent

Even sharper increases were reflected by firms in all munitions industries combined, where the increase of 19 percent of total employment was accompanied by a 69 percent rise in the number of women workers. For example:

In	Total employment rose	Female employment rose
Aircraft and parts	35 percent	184 percent
Chemicals and allied products	19 percent	62 percent
Electrical machinery	23 percent	50 percent
Iron, steel and their products	3 percent	36 percent
Machinery (except electrical)	12 percent	60 percent
Nonferrous metals and their products	11 percent	47 percent
Ordnance and accessories	23 percent	56 percent
Rubber products	22 percent	62 percent
Ship and boat building and repairing	43 percent	164 percent

The report shows that there was an expansion of female employment even in industries in which there was a decline in total employment.

"Part of the explanation of the increase in female employment lies," Mr. McNutt said, "in the changed attitude of many employers who, heretofore, have refused to employ women. Faced by a dwindling labor supply and the increased needs of their establishment such employers found the only solution of their problems lay in womanpower. Once a beginning was made the way was opened to further and further female employment. Also helpful were the job-breakdowns which permitted the use of many insufficiently skilled or insufficiently experienced women, or which screened out undesirable elements of jobs otherwise suitable."

'Schroeder - WMC 2036
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X-15763

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To be returned to
Mary V. Robinson's
[illegible] & Research

5/1/51

[illegible]

WOMEN–
WORKING FOR VICTORY

WOMEN–
WORKING FOR VICTORY

★

It is perfectly obvious that more and more women are needed for war work. It is also obvious that many women, who might otherwise be excellent candidates, have a dread of factory work. They think it's hard, fatiguing; that they will have to go through a period of drudgery before they can execute the well paying jobs.

In order to overcome this resistance on the part of women readers who might be possible war workers, the New York Herald Tribune has been printing a series of advertisements on the subject. The first seven in the series are reprinted on the following pages. All advertisements use actual women working in war plants, not models.

LATHE OPERATOR—
WORKING FOR VICTORY

WHAT A LATHE OPERATOR DOES

An engine lathe operator is a person who uses a machine tool to perform cutting operations on wood or metal, such as turning, boring, reaming, thread cutting and tapering, as well as other operations accomplished by virtue of the rotation of the workpiece.

Lathe operators work on bomb sights . . . tanks . . . ship auxiliaries . . . motors . . . valves—to name a few vital jobs. The work is light—in most cases no special work clothes are required.

This young woman operates a lathe in one of the plants of Jenkins Bros., manufacturers of valves. She has the satisfaction of knowing that her work releases a man for active service—that she has a personal part in winning the war. You can follow the example of this young woman, and the thousands like her who have made it their business to work for victory. No special ability or experience is needed. If you've knitted for the Red Cross, or done any careful work with your hands, experts say it should be easy for you to become a good machine operator. All you need is good eyesight (but you may wear glasses) . . . patience . . . and determination.

Follow the war opportunities for women in the "Help Wanted Technical" columns of the New York Herald Tribune. Don't delay—war won't wait!

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF MARCH 23

MILLING MACHINE OPERATOR —WORKING FOR VICTORY

Photo Courtesy Wright Aeronautical Corp.

WHAT A MILLING MACHINE OPERATOR DOES

A milling machine operator is a worker who performs shaping and grooving machine work on metal objects, using a large machine tool that cuts metal with many-toothed rotary cutters. She operates the big machine by an easily manipulated button or lever control. She must read blueprints, select proper tools, set feeds and speeds of the machine. She is familiar with shop arithmetic, machinists' measuring instruments. She dresses in coveralls . . . for safety tucks her hair into a cap.

Operating a milling machine in one of the Wright Aeronautical Corporation plants is this young woman's way of working for victory. She and the many thousands of women working with her are making an important contribution to winning the war, but *many more women are needed in industry . . . urgently.* Have you considered helping in this practical way? No experience is required. If you have good health, patience, and determination, it should be easy for you to train to be a productive war worker.

Follow the war opportunities for women in the "Help Wanted Technical" columns of the New York Herald Tribune. Don't delay—war won't wait!

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF MARCH 29

ACETYLENE BURNER —WORKING FOR VICTORY

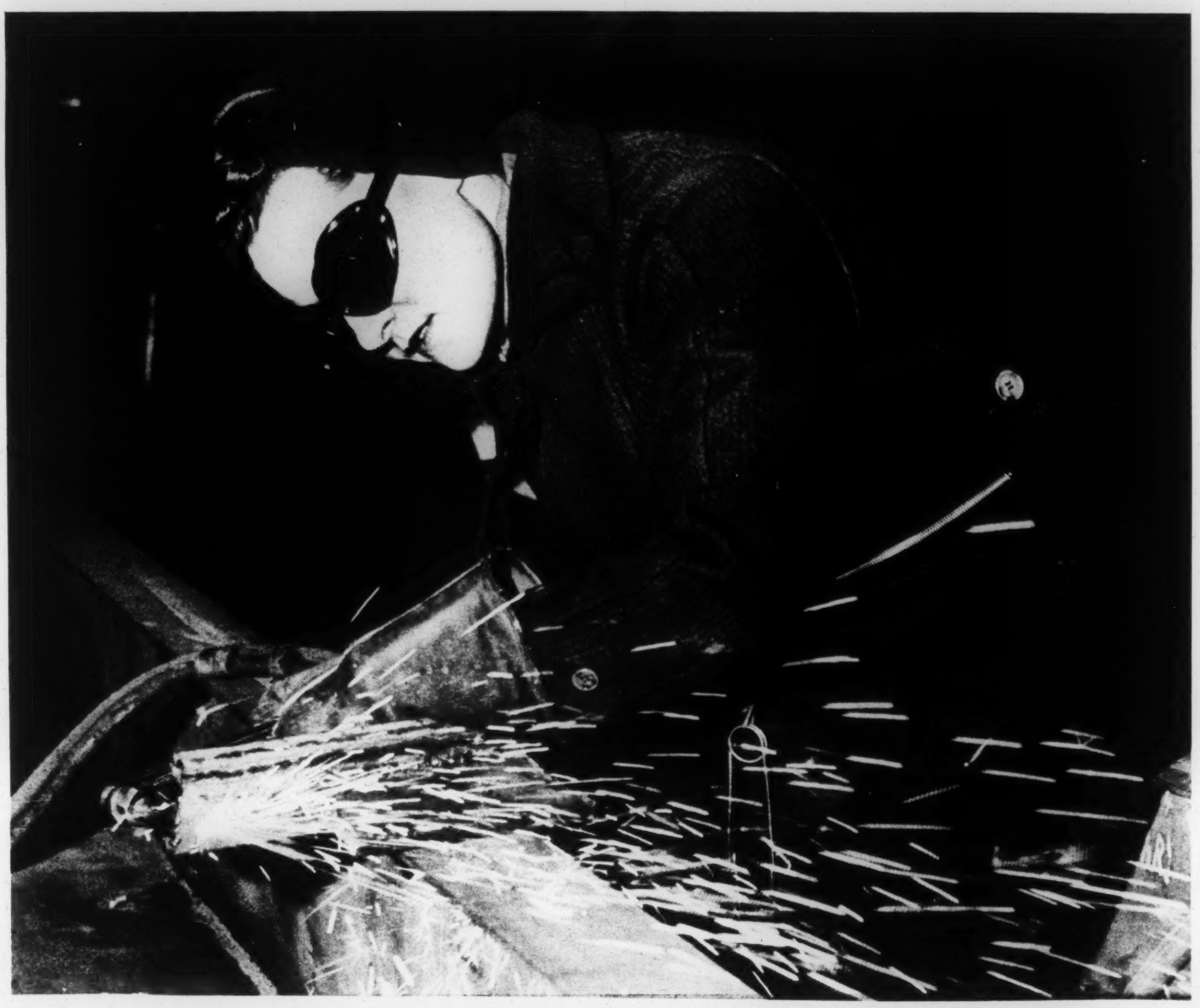

Photo Courtesy Federal Shipbuilding and Dry Dock Company

WHAT AN ACETYLENE BURNER DOES

An acetylene burner operates a gas torch to cut or trim metal or to fuse pieces of metal together. Her work is not heavy; she does no lifting. She wears coveralls strapped for safety at the ankles and at the wrists . . . safety shoes . . . gauntlets . . . usually a helmet and an inhalator depending upon the spot in which she is working. . . . Goggles for protection against glare and metal particles are a "must."

This young woman is a shipyard worker—trimming steel bars that will go into the hull of a destroyer escort at U. S. Steel's Federal shipyard. She has the great satisfaction of knowing that she is doing important work which is helping to win the war.

Thousands of intelligent women are needed urgently now, to do war work such as this. Contrary to popular belief, no special ability or experience is required for the majority of jobs open to women in industry. Most companies prefer high school graduates and provide them with training. If you have good health, patience. and determination, it should be easy for you to become a good war worker.

Follow the war opportunities for women in the "Help Wanted Women" columns of the New York Herald Tribune. Don't delay — war won't wait!

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF APRIL 6

DRILL PRESS OPERATOR —WORKING FOR VICTORY

A drill-press operator is a worker who drills a hole in a piece of metal by means of a press operated by a lever. Other operations she may perform are counter-sinking or beveling; reaming or smoothing out; tapping or cutting inside threads. She must learn how to read blueprints—in some cases work must be held to close tolerances (limits of permissable inaccuracy). The drill press operator's work requires considerable skill. She dresses in coveralls . . . tucks her hair into a cap to keep it free of machinery . . . and usually wears goggles for protection against metal particles.

Photo Courtesy Todd Shipyards Corporation

This young woman operates a drill press at Todd Shipyards as her contribution to the war. She has the double satisfaction of knowing she is filling a man's job, releasing him for active duty, and that she is creating desperately-needed war equipment. Thousands of women are making this kind of contribution to the war effort, but many thousands more are needed . . . urgently. Contrary to popular belief, the war work jobs given to women are not hard, nor unduly fatiguing. No special experience is required; in fact, many companies prefer to train their own people. If you have good health, patience, and determination, it should be easy for you to be a productive war worker.

Follow the war opportunities for women in the "Help Wanted—Women" columns of the New York Herald Tribune. Don't delay—war won't wait!

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF APRIL 12

DIE MAKER— WORKING FOR VICTORY

Photo courtesy of Remington Arms Company, Inc.

WHAT A DIE MAKER DOES

A die maker specializes in the construction, repair and maintenance of dies — the patterns used in stamping, cutting or forging metal parts. There are many operations required to make a die, all of them calling for high skill. The work is not heavy; the machines employed are usually power-driven, but it requires painstaking care, for dies must be accurate down to ten thousandths of an inch.

The young woman pictured here is employed at the Remington Arms Company plant where she helps to make the dies that are used in cartridge cases.

This war worker, as well as the many thousands of other women engaged in war work, has the splendid satisfaction of knowing that she is making her personal contribution to victory. But industry needs many more women workers — needs them desperately. In most cases experience is not required; plants often prefer to give their own training. You need only good health, patience, and determination to qualify as a war worker.

Follow the war opportunities for women in the "Help Wanted Technical" columns of The New York Herald Tribune. Don't delay—war won't wait.

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF APRIL 27

TIME STUDY ENGINEER —WORKING FOR VICTORY

Photo courtesy Western Electric Company.

WHAT A TIME STUDY ENGINEER DOES

A Time Study Engineer conducts studies in industrial plants to improve the general efficiency of operation. She ascertains the amount of time spent by workers on the completion of a particular duty, devises methods such as changing placement of particular machines to improve efficiency; investigates to determine if waste is taking place in order to submit methods of eliminating such waste; makes careful calculations of relation of time, employees, system and methods; analyzes fatigue and standards of production rate; presents methods of operation in line with latest mechanical aids. She usually has a background and knowledge of machine shop operation.

This young woman is a trained engineer working for the Western Electric Company. She realizes that of the 2,000,000 more women demanded for war jobs some of them must have the training to fit them for the positions involving a higher technical knowledge. She wishes that more women were mindful of the fact that there is a definite place for college trained women in war work.

Industries that are producing vital war materials today need physicists, chemists, draftsmen, laboratory technicians and other such professional workers. For many of these jobs women with college background and training can qualify.

There are also purely executive jobs in war industries that are open to women with sufficient training. The women who fill these jobs are making a real contribution to the war effort by releasing men for actual duty.

Follow the war opportunities for women in the "Help Wanted Technical" columns of the New York Herald Tribune. Don't delay—War won't wait.

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF MAY 4

HARDNESS TESTER . . . WORKING FOR VICTORY

Photo courtesy Chase Brass & Copper Co.

WHAT A HARDNESS TESTER DOES

A hardness tester checks the degree of hardness of metal parts. She works on a clean, flat surface, operating a specially constructed machine to conduct the test. Moderate skill and exceptional care must be exercised in this work. Protective clothing is not required.

This woman war worker is employed at Chase Brass & Copper Co., where she tests metal parts that are later used in essential war machinery. She knows that her job is important, because the finished product is no stronger than its smallest part. She is happy to be doing her job for victory and urges other women to go into war work.

The Women's Bureau of the U. S. Department of Labor is calling for a minimum of 2,000,000 more women in war industries. Usually there is no special experience required for jobs offered to women; many companies prefer to give their own training. Patience, determination and good health are the prime requisites.

Follow the war opportunities for women in the "Help Wanted Technical" columns of the New York Herald Tribune. Don't delay—war won't wait.

REPRINTED FROM THE
N. Y. HERALD TRIBUNE
OF MAY 18

The New York Herald Tribune has long been a leader in New York in Help Wanted Advertising. A Herald Tribune representative would be glad of an opportunity to discuss your personnel problems with you—to tell you how the Herald Tribune has been helpful to other companies, and how its help-wanted columns might be of service to you.

The card below is for your convenience. You are under no obligation in sending it, of course.

New York Herald Tribune,
230 West 41st Street, New York

Please have your representative call on

____
(Name)

A convenient time would be______________________________
____

Name of Company______________________________
Address______________________________

6-1642 nobu-ct-pd-wp

ROUTE SLIP

(Fold here)

WAR MANPOWER COMMISSION

Date 7/17/43

To: Mr. F. W. Wile, Jr. Room 322

Information Service

Remarks:

Have you seen the attached? Has this resulted from some of the suggestions made to Classified Advertising Managers?

I think the facts and photographs of actual jobs are a good idea - and an improvement over the copy we have seen on some of the display ads.

Please return so that I may send back to Miss Robinson.

1943

From: ~~Helen H. Ringe — Room 534.~~

ADVANCE RELEASE

Inspt

ADVANCE RELEASE: For SUNDAY Papers, May 16, 1943
ORR-WMC--2037

OFFICE OF WAR INFORMATION
WAR MANPOWER COMMISSION PM-4382

Enrollment of women high school graduates in summer courses for engineering, science, management, and war training in more than one thousand towns and cities is expected to result in furnishing war industry before the end of the year with at least 100,000 trained workers, Chairman Paul V. McNutt of the War Manpower Commission announced today.

Of the approximately two million additional women who it is estimated will be needed for war work this year, probably 200,000 will be up-graded, according to ability, to supervisory or technical positions, Mr. McNutt pointed out. Women who have availed themselves of these courses should be able to qualify for many of the better-paid jobs, he added.

Citing data received from Dr. W. W. Charters, Director of the War Manpower Commission's Bureau of Training, Mr. McNutt said that the 30,000 women now enrolled for the 10-16 weeks tuition-free training courses popularly known as ESMWT courses, are learning engineering drawing, precision inspection, the chemistry of explosives, map-making, and similar techniques. Summer courses are to be given, in many instances, as day-courses running six to eight hours daily for ten to sixteen weeks.

ESMWT courses in a particular locality are related directly to the college-level training needs of local industries, Mr. McNutt added. Thus, in proximity to an aircraft plant, one may expect courses in aircraft stress analysis; near shipyards, courses in ship lofting; near steel mills, metallurgical courses.

Typical of the types of ESMWT courses which train women to serve various industries are the following:

Communications Industries

Engineering Aid (Radio)
Inspection of Naval Materiels (communication equipment)
Principles of Radio
Pre-Electronic Instructor Training for Women

Shipbuilding Industries

Ship Machinery for Women
Ship Piping Layout for Women
Hull Ship Construction for Women

Aircraft Industries

Aircraft Materials inspection for Women
Airplane Drafting for Women
Elements of Machine Design for Women
Elements of Engineering for Women

X-15189

Ordnance Manufacturing Industries

Ordnance Inspection for Women
Ordnance Engineering Aids
Ballistics Engineering
Ordnance Safety
Elements of Ordnance Machine Design

Explosives Manufacturing Industries

Chemistry of Smokeless Powder
Chemical Properties of Explosives
Fundamentals of Explosives Manufacture

Chemical Industries

Chemical Testing & Inspection
Quantitative Chemical Techniques for Women
Practical Chemical Analysis for Women
Introductory Organic Chemistry
Food Dehydration Techniques

Mining & Metallurgical Industries (Steel, Aluminum, etc.)

Elementary Metallurgy
Physical Metallurgy
Chemistry of Metals
Metallurgical Techniques for Women
Metallographic Laboratory Practice for Women

The Rubber Industry

Elements of Synthetic Rubber Manufacture
Synthetic Rubber From Petroleum
Petroleum Chemistry Including Butadiene
Modern Rubber Technology & Practice

The Petroleum Industry

Petroleum Refinery Engineering
Testing of Petroleum Products
Chemical Technology for Petroleum
Petroleum Engineering

The Army Mapping Program (Civil Service)

Military Map Making
Use of Surveying Instruments and Surveying Field Procedure
Photogrammetry and Interpretation of Aerial Photographs

Activities that Occur Widely Throughout Many Industries

Accounting
Elements of Engineering
Elements of Machine Design
Industrial Drafting
Inspection Practices
Office Supervision
Personnel Administration
Safety Engineering

X-15189

The ESMWT courses, the Chairman pointed out, are offered under various plans. Employers may request "in-service" courses, for instance, in which their employees may be trained on company time or after hours for upgrading to positions of greater responsibility.

Pre-employment courses may be offered for qualified persons seeking to prepare for their first technical job in war industry.

Part-time courses which operate outside working hours for employed persons may be organized--running perhaps for six or more hours per week.

Full-time courses may meet during the daytime on a forty or more hour per week schedule.

Of recent ESMWT enrollments, Mr. McNutt said, about 66 per cent were persons employed in war industries while in training. Nearly 6 per cent were being paid by employers while attending classes which absorbed their full attention. An additional 20 per cent of the trainees were employed, but not in war industries--were preparing to shift to more essential activities. Only about 8 per cent were unemployed.

Women high school graduates with aptitude for mathematics are particularly desired for the courses, the Chairman said. College-trained women and those with credits for physics or chemistry are even more acceptable.

Applications for entering ESMWT courses, it was explained, are received at the major colleges and universities in every state, and the U. S. Office of Education will send upon request, a list of institutions where the courses are given both on the campus and through extension facilities.

ADVANCE RELEASE

ADVANCE RELEASE: For USE by PRESS or RADIO AT, NOON, E.W.T. SATURDAY, MAY 15.
McKinney - WMC 3286
Little - 72804

OFFICE OF WAR INFORMATION

PM-4385

WAR MANPOWER COMMISSION

A regional plan for employment stabilization in War Manpower Commission, Region IV, as developed by the Regional Management and Labor Committee, was announced today by Leo R. Werts, Acting Regional Director. Region IV covers the District of Columbia, Virginia, Maryland, West Virginia and North Carolina.

The new stabilization plan became effective at noon (EWT) Saturday, May 15.

"The purpose of the plan is to provide government, management and labor with an effective system for providing workers where needed to do war production and essential civilian work," Mr. Werts said. "The plan provides for holding workers on their jobs where needed or permitting them to transfer to other jobs under certain conditions.

"So long as employers and workers conform to provisions of the regional plan or area plans, they will be in compliance with Regulation 4 of the War Manpower Commission restricting the transfer of workers which was issued under the President's "hold the line" order stabilizing wages, prices and employment."

The plan:

(1) Provides that employers in essential industries may not hire a worker whose most recent employment was in an essential industry unless such a worker presents either a statement of availability from his most recent employer or a statement of availability from the local United States Employment office.

(2) Sets up machinery enabling workers, under certain conditions, to transfer from one essential industry to another if such a step will aid in the effective prosecution of the war or if compelling personal reasons make such a step advisable.

(3) Establishes valid reasons which entitle an employee to a statement of availability and sets up procedures under which statements may be obtained. The plan provides that statements of availability shall be issued to any worker by his most recent employer or the U.S.E.S. whenever the employee:

(a) Is discharged by his last employer.

(b) Is laid off for an indefinite period or for a period of seven days or more.

(c) Can establish that his present employment does not utilize him at his highest skill or that he is not being employed full time.

(d) Has compelling personal reasons for change in employment.

(4) Provides that under certain conditions a statement of availability may be issued if it is established that the change of employment will aid in the effective prosecution of the war.

(5) Stipulates that where an employee has a valid reason for a job transfer within essential industries, the U.S.E.S. is authorized to grant such statements of availability when the employer refuses to grant a statement of availability.

(6) Provides that employers may not hire in-migrants (workers who have not lived within the normal commuting distance of the prospective employer's establishment) except through the local U.S.E.S.

(7) Permits workers to transfer freely from other than essential to essential activities. No statement of availability is needed unless the worker is going to work outside the local commuting area.

(8) Stipulates that while the worker may appeal from the decision of an employer or the United States Employment Service when not granted a statement of availability, the worker must remain on the job until the appeal has been decided.

(9) Authorizes the U.S.E.S. to grant statements of availability, upon request, to any employee of an employer who violates the regional plan, or the area plan, if one is in effect. These statements may be issued regardless of whether the workers otherwise would be entitled to such statements.

(10) Prevents workers from transferring from an essential activity to an activity other than essential at a higher rate of pay, unless there is no full time job which he can fill, available locally in an essential activity.

(11) Provides that workers wishing to seek or accept employment outside the commuting area must secure a statement of availability from the U.S.E.S. covering the locality in which he is currently or was most recently employed. Without such a statement of availability he will not be able to obtain employment.

(12) Provides that the granting or denial of a statement of availability may be appealed by an employee or an employer from a decision of the U.S.E.S. providing an appeal is filed within seven days from the date of such determination with the Area Manpower Director or the Regional Director.

(13) Permits a worker to transfer from agricultural employment to other agricultural employment, irrespective of the wages in either employment.

(14) Permits a worker in non-Federal Governmental employment to transfer to other non-Federal Governmental employment, irrespective of the wages in either employment.

(15) Provides that hiring by departments and agencies of the Federal Government which are subject to the rules and regulations of the U. S. Civil Service Commission shall be made only with the approval of the U. S. Civil Service Commission, which shall conduct its recruiting activities and make referrals in accordance with the War Manpower Commission policies, procedures and standards.

(16) Provides that nothing in the stabilization program shall be construed as applicable to state governments and local sub-divisions thereof, nor to casual employment (those employed for fifteen days or less) domestic servants or employers of less than eight employees.

Mr. Werts stated that area stabilization plans already announced for Maryland and Hampton Roads, Virginia, would continue in force since they are consistent with the regional plan.

A Washington, D. C. area stabilization plan is in preparation Mr. Werts said. The Washington plan will govern War Manpower stabilization activities in the District as soon as it becomes effective. In the meantime the regional plan will be in force.

"Manpower officials in all areas of Region IV who have not as yet adopted stabilization programs for their areas have been instructed to confer with local management and labor committees and develop local plans consistent with the regional plan, and designed to meet the problems of their particular localities", Mr. Werts added. "These area and local plans, rather than the regional plan, will govern as soon as they become effective.

"The aim of the regional plan as well as the area plans is to eliminate wasteful turnover, to reduce unnecessary migration by encouraging the full use of local labor, to direct scarce labor to employers engaged in essential activities in preference to others, and to obtain the maximum utilization of the manpower resources of the region under standards protecting the rights of all concerned.

"The plan for realizing these aims was worked out during conferences between Manpower officials, management and labor. Area and local stabilizations will be worked out in the same manner. Through the use of statements of availability workers may move between essential activities and into essential industries. In effect these statements of availability are written statements authorizing an employee to leave his present employment and go to work for another employer in an essential activity.

"It should be emphasized that workers in transferring from one essential activity must have these statements to the effect that the worker may be hired elsewhere in an essential activity. It is highly important that all workers who contemplate seeking work beyond normal commuting distance from their homes must have statements of availability. Without them they will not be able to secure employment. All hiring of in-migrant workers will be through the United States Employment Service, and before any worker can be hired outside his home area he must have a statement of availability from his home town employment office."

Members of the Labor-Management WMC Committee for Region IV are:

Management representatives--S. W. Pickering, II, of South Charleston, W. Va., Union Carbide and Carbon Corp; C. D. Mackay, of Washington, Southern Railway System; Leroy H. Smith, of Roanoke, Va., American Viscose Corp; Charles P. McCormick, of Baltimore, Md., McCormick & Co.; and L. K. Clyde Council, of Wananish, N. C., Council Tool Co.

Labor representatives--James H. Blake, of Washington, secretary-treasurer of the National Marine Engineers' Beneficial Association; A. E. Brown, of Durham, N. C., American Federation of Labor organizer; Frank T. Coleman, of Washington, Maryland and District of Columbia Federations of Labor; Frank J. Bender, of Baltimore, regional director of the Congress of Industrial Organizations, and Sidney J. Katz, of Washington, secretary-treasurer of the Maryland and D. C. Industrial Union Council (CIO).

C. G. Hager
May 5, 1943

Interview with Miss Marie Duffin, Field Representative, Social Protection Section, Community War Services of the Federal Security Administration. This agency is primarily to handle commercial promiscuity but deals with problems that would tend to increase it. Miss Duffin has been to Elkton many times, her last visit was April 13-27, 1943.

Recreation

There is one small building, a former private residence, devoted to this, operated by the YW and USO, chiefly for industrial girls, soldiers and sailors, who come in from nearby Bainbridge. The two agencies are doing a magnificent job, but more space and workers are badly needed. Dances and parties are held here and girls from here go to the armory for dances. There has been more progress in recreation in Elkton than in any other community undertaking. It is the only service there that has progressed in a modern way.

The Defense Health and Welfare knows that there is a great need for an expansion in recreation, and is at present working on this, and are trying to get the plants in town to help on this. Believe that plants are about to agree to do so. It is reported that ground has been broken for a new recreation building - a big auditorium to serve the 600 girls.

The churches in town have worked along beautifully, and those interested are slowly seeing changes come over the town in regard to the attitude toward the "foreign worker." There has been no public relations between the town people and the outsider.

Conduct of Dormitory Affairs.

There are dormitories to house 600 single white women. Three are in town and the others are just over the county line. These dormitories (NR no!) have one resident manager, a very able woman of about 40 years, who has a fine relationship with the girls, and one recreation worker, about 25 or so years. These two women are trying their best, and are working practically 24 hours per day, but simply can't cope with the situation. There are 3 male property guards on at night (none in the days, but administrative staff is on in day, so not really necessary.).

Miss Duffin has asked the Federal Public Housing Authority to put in a resident manager, cottage mother or such for each dormitory which houses 60 girls, and also women guards to deal with the women residents who come in late at night in a drunken condition. This request was made about one month ago, but to date there has been no answer.

The girls living in the dormitories were recruited from West Virginia, Kentucky, and rural Pennsylvania. Ninety percent are from the West Virginia hills, with no industrial background. Some are so rural that they had never used ~~AX~~ inside plumbing nor telephones. They ask the YW worker how to use the phone, and also ask the YW worker if their clothes are all right.

However Miss Duffin describes these girls as "Just swell kids." The girls act according to their former way of living. They wear slacks and kerchiefs and curse vehemently, but "they are a swell group of kids." "When you see them walk one mile in the snow at night to their job, just to be blown up as they were, you know they are all right." The town constantly criticizes them for their clothes, language and general lack of polish. "They just reflect their background; where they came from drinking was all right." Miss Duffin has recently spent 3 nights in the dormitories.

Dormitories

Each dormitory for 60 girls has a lounge that would perhaps hold 15 girls. It is practically empty of furntiure and nothing in it to make it home-like. The girls in the dormitory are now giving 10 cents each in order to get drapes, decorations, etc., for this lounge. The lounges are used little, if at all.

There are no cafeterias in the dormitories, at first one was planned, but the operator of a commercial restaurant offered to put up a cafeteria next to the dormitories and so this was done instead. Now the food in this commercial cafeteria is expensive and poor. There is no provision for food for those who are ill, it is just up to themselves or friends.

The dormitories are not bad, but not too gay nor cheerful inside. Each room has two beds and 2 dressers and rent for about 50 cents per day. There are no curtains, etc., furnished.

There are ample service facilities plus facilities for washing and ironing.

There will be Federal Dormitories for about 250 Negro women, these are not yet occupied, and no report exact state of completion, but these will be just the same as those for white women. They are on the fringe of the Negro district.

The plants wanted to bring in Negro men, but as the Negro population in Elkton is small, the town said they could not deal with 250 Negro men, no recreation, restaurants, etc. for Negroes, nor enough police to handle them. So now have agreed to have Negro women in the dormitories. Miss Duffin recognizes that this will add to the police problems as men will come into the town to visit the Negro women, and the women will get drunk, have slashings, etc.

Hospitals

There are first aid depts. in both plants and some of the churches have fixed up cots, beds, etc., in case of an emergency.

The town hospital is totally inadequate. Lanham Act Funds have been granted for a new hospital and it is being constructed, but the war will be over before it is completed. Many things have held up the work on it.

Child Care

From all reports this is no problem in the town itself, but in Hollingsworth Manor, a housing project for about 350 family units, there are ~~6~~40 children and the number may go to 100. These are children of employed mothers or potentially employed mothers.

Community Aspect

There are many rumors of misconduct in Elkton. The residents say that this misconduct is carried on, on their porches, behind their houses, behind the post office, etc. This situation was becoming so bad that the town was about to be put "off limits," which would mean that no one in the armed forces could come within a certain distance of it. At this time the FSA stepped in with the following recommendations to the Mayor of Elkton: -

That the town's first obligation is an adequate police department. (The town now has 5 police and no one in charge except the Mayor who serves without salary.)

So it was recommended that the Cecil County Sheriff's office and the Elkton police force be combined, as the sheriff's office is now open 24 hours per day, and as the divided authority makes difficulties. Also Maryland State should be asked to send in some one to thoroughly train the group. There should be a coordinated program between the Military Police, the Shore Patrol, and the Town and County Polibe.

Information on Triumph Fireworks

About October 1942 there were 10 girls age 17 working here.(NR jobs) Miss Duffin wonders if this is OK in an explosive plant. Agent told Miss Duffin we would try to find the jobs they are on.

At present a plant representative goes to Pennsylvania and West Virginia and thru the USES recruits employees. These are piled in busses and brought to Elkton sometimes on the bus 24 hours or more. If bus arrives in Elkton during day work hours, the prospective employees are brought right in to plant and put thru the physical exam, etc., preparatory to being hired. They are given no chance to rest after the bus trip.

Mrs. Cronin, Director of Housing in Elkton has become interested in this, and is trying to interest the plant in having a "reception house," where the prospective employees might be taken first, and allowed to rest for 24 hours before being taken to the plant. Agent told Miss Duffin we'd try to get plant's story of how new employees are brought in.

Miss Duffin says that some workers have broken out with a rash and these were transferred to other work. She says that many have yellow skin and hair. Supposed to wear caps, but some want their hair bleached this way.

"There are many accident," a "finger blown off every now and then."

So agent told Miss Duffin that we might be able to take off the kind of accidents that women have had for perhaps a year, and perhaps do a little work in order to see what they are being paid in compensation, etc., and the care they are given after the accident. The care, etc., could maybe be tied in with her appeal for dormitory "house mothers." Miss Duffin would be very glad to have this.

This plant is no longer operated by the Government, but was given back to a private board about a month ago.

There are two encouraging factors: -

Mr. Burke, a former job analyst for Gulf Refining, has been put in as head of Industrial Relations Dept.

Personnel Manager	Mr. Corley
Employee Training	Mr. Sutton
Medical Dept.	Dr. Cantwell (very good-social minded
Recreation	No head appointed yet
Housing	Mrs. Cronin

3 CIO organizers have arrived in Elkton and are laying the ground work. Miss Duffin expresses herself as very pleased that the CIO is now there.

MOBILIZATION POLICIES - JUNE, 1943

June 29, 1943

Dr. Theresa Wolfson
Department of Economics
Brooklyn College
Bedford Avenue and Avenue H
Brooklyn, New York

My dear Dr. Wolfson,

We have endeavored to give answers to your questions on the enclosed sheets, and I hope the information will be useful and that it is not reaching you too late. I regret we are not in the same city as several questions are matters of much discussion at present and we could talk them over better than writing about them. There is such an uneven picture on the matter of upgrading, and on equal pay - but I believe you must be getting some case histories along these lines from proper officials in New York, and your own extensive information may be duplicated in our answers.

Sincerely yours,

Mary Anderson, Director

rfn

Dr. Wolfson June 29, 1943

1. In which war-time occupations are women predominant?

The attached table showing typical operations on which women are employed in war production, issued last fall, has had changes made on it to bring it down to date, and you will find useful the coding used to indicate extensive employment of women, which for your purposes can be interpreted "predominant."

You will also be interested in the cross-section study made of war industries in the State of New Jersey last summer, a summary of which appeared in the Labor Information Bulletin, and the reprint is enclosed. The bulletin itself is not yet printed.

Two other studies not yet in print are the machine-tool survey, and shipbuilding. The former is in press, and a few pertinent extracts are attached. It will be some time before the shipbuilding bulletin is ready, and we have given a brief story about our findings as to occupations here, on another attached sheet. Possibly you have collected enough about shipbuilding from other sources; the Women's Bureau is the only government agency making an on-the-job survey of both Navy yards and commercial shipbuilding firms, from the angle of women's occupations and working conditions, and I believe you will want to use the Women's Bureau as source for a country-wide picture.

Our occupational surveys for aircraft, artillery ammunition, cannon and small arms, and instrument-making, have been sent you.

2. What are the age groupings of women in wartime industry?

Although the Women's Bureau surveys of war plants included data for age of women employed, the information does not lend itself to general tabulation by age groupings, so varied was the classification. We suggest that the following table might be used, showing percent of female civilian labor force in specified age groups for April 1943, from the Bureau of the Census (Labor Force Bulletin No. 3)

All ages	14-19 yrs.	20-24 yrs.	25-34 yrs.	35-44 yrs.	45-54 yrs.	55-64 yrs.	65 yrs. and over
100.0	13.5	17.9	25.0	20.5	14.1	7.1	1.9

3. What readjustments have had to be made in industry in terms of rest rooms, cafeterias, etc.?

I believe only a general answer can be given here, unless you can find a specific plant or two that would give you facts and figures. The Women's Bureau has no statistical data compiled, but we do have comments from our agents. In making surveys of war plants, they sometimes include the statement that a plant official will say such facilities are inadequate because so many women were hired all at once. Of course we always observe what is or is not provided for the women employees, making recommendations for changes, if necessary. In a few cases we have found that the original planning did not follow the standards recommended by the Bureau for such facilities. A summing-up of the situation would be the obvious statement that newly-built plants, when constructed, installed facilities for both men and women, but factories never before using women have had real difficulties in providing washroom and toilet facilities for women now hired, due to factors usually beyond their control. Examples of this are the following excerpts, one from our 1942 machine-tool study, and the other from a visit to an aircraft plant in the spring of 1943.

> In at least 5 of the 15 machine-tool firms visited by the Women's Bureau, in the summer of 1942, plans to hire women were delayed or hindered because of difficulty in securing materials under priorities for the installation of the necessary toilet facilities equipment. One plant had to place a sizable proportion of its women machine-shop workers on the third shift because the office workers' facilities were the only ones women could use pending completion of the factory equipment. The crux of the situation, however, is not that materials cannot be secured at all, but that they are slow in being made available, indicating that plans for providing facilities for women must be made as long as possible before women are to be employed, so that the delays experienced will not handicap the organization unduly in its recruitment.

> Aircraft assembly plant, spring of 1943: When the plant was built the company did not expect to use women on production, therefore all toilet facilities installed were for men and considerable difficulty has been experienced in converting these facilities. Washbowls, the large circular spray type, are placed outside the rest rooms on the factory floor; in this way men and women can use the same bowls.

The cafeterias have also had to be enlarged, but in many cases it is probable some of the eating facilities problems have been met with mobile canteens. A press release on factory lunch facilities is attached.

4. What specific problems with reference to training, upgrading, equal pay for equal work have taken place and how are they met by different industries?

The training program does not come within the jurisdiction of the Women's Bureau work, but our concern with it was based on women being given an opportunity to enroll in classes geared to the war production needs in various localities. Those early days are a matter of history now, and training in every direction is open to women who can qualify. Upgrading has come within the range of the Training-Within-Industry Service, now under War Manpower Commission, and women are given this training if plant officials recommend women employees as well as men employees for it; in other words, the selection of employees to receive TWI training is made by the employer. Women are represented in these classes probably in about the same proportion as they comprise among all workers.

The problems in connection with equal pay for equal work are numerous and complicated. By and large, we have found that new war plants pay the same minimum entrance rate to men and women, but the old established plants using only a few women in the past or employing women for the first time pay lower entrance rates to women. However, although the new plants may be paying the same entrance rates to men and women, we find sometimes women are not being upgraded, they remain in the beginning jobs. The aircraft industry from the start paid the same entrance rates to men and women; usually there is a rate of progression so that increase in pay takes place over intervals of three months until the "rate for the job" is reached. The enclosed table shows our latest figures on minimum entrance pay, by industry and sex.

The War Labor Board representative in New York City will be able to give you its General Order No. 16, and the decisions and interpretations made under it, regarding adjustments for "equal pay."

The two large national trade union organizations - A.F. of L. and C.I.O. - have adopted the policy of "equal pay" and we fully expect that in all union agreements coming up this year for renegotiation there will be a provision embodying the equal-pay principle. In April, we had definite information on this as follows: The United Electrical, Radio and Machine Workers of America had about 150 signed agreements with this equal-pay clause, covering at least 800 factories; 142 union agreements negotiated by the United Rubber Workers contained this provision, and the United Automobile Workers of America probably had 50 union agreements including this principle.

5. What percentage of new women entering industry have become members of trade unions?

6. What degree of participation do they have in trade union activities?

The only answer we have to these questions may not be detailed enough for your purpose. At the beginning of the war, the estimated peak for women organized in trade unions was about 500,000. The growth since then brings this figure up to 2,800,000 - at least 1½ million in the C.I.O., and about 1-1/3 million in the A.F. of L. This does not include women organized in independent unions, such as the 200,000 in the independent telephone operators union, or those in company unions. We would have no estimate of "what percent of new women entering industry" have joined trade unions.

Figures on the number of women officers in unions have not been brought together, so far as we know, but a [redacted] number of women hold offices in local unions as shop stewards, secretaries, are on negotiating committees, and some are managers of joint boards. There are, however, only a small number of women officials in National unions, i.e., in administrative positions or as top officers. Quite a number are on the Executive Board of their respective national unions. The attached statement regarding the United Electrical Workers in New York is a good example of women's increasing importance. Membership too has been opened to them in unions hitherto closed.

I presume you are already in touch with Rose Schneidermann of the National Women's Trade Union League about this whole subject.

ADVANCE RELEASE

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Franklin - 75012

OFFICE OF WAR INFORMATION W-185

The necessity of fitting women to wartime jobs, and fitting the jobs to women, has brought to the factory progress both in production methods and working conditions that may prove a boon in peacetime as well as now.

A study made by the Office of War Information reveals that most of the changes manufacturers have had to make are good for men as well as women and that changes necessary to fit women to plants as well as plants to women were in many cases much less drastic than employers feared. Moreover, the psychological adjustments that have been necessary on the part of employer, employee and public often have outweighed in importance the mechanical changes and job simplifications that were required.

The distinction between "man's work" and "woman's work" has faded in many industries. Some plants with huge government contracts prefer women for certain jobs, the War Manpower Commission and the Woman's Bureau of the Department of Labor are informed. Before the bombing of Pearl Harbor, many jobs that did not necessarily require male strength were traditionally barred to women. Now some of these are completely manned by womanpower.

Many of the changes that wartime needs have highlighted were changes that intelligent employers were making anyway. Other changes were occasioned by the need for conversion, expanding facilities or rushing production. Some employers, cognizant of womanpower's increasing importance, designed their factories for women. A drill and tool concern in Chicago, making twist drills, built its plant and designed its machinery with the express purpose of hiring women. Work benches were built lower to serve women's shorter stature or platforms were provided to accommodate the worker to towering machinery.

In retailoring industrial jobs to women, employers have worked in three directions. On the production line there has been simplification. Jobs have been broken down to their component parts so unskilled labor could be utilized to most advantage. Technical changes relating to equipment have included the introduction of cranes and hoists and wider use of conveyor belts -- to save the lifting strength of women. The Woman's Bureau says women should not lift 25 pounds more than 15 times per hour. Milling concerns, employing women, are packaging more cereals, flour and meal in 10 and 25 pound bags instead of 50 and 100. It is safe to assume that not all these weight-saving and lifting devices will be junked when men return to the production line. The third, and in many cases the most significant change, is the increased attention devoted to making the job attractive. In war industries where no women were formerly employed, sanitary facilities had to be provided and new plant services instituted.

There has been widespread assignment of women as counselors and personnel officials. This field was virtually closed to women before the war, but now employers see the wisdom of providing a counselor who is concerned with the personal welfare of the factory woman. Some big plants conduct exit interviews. Turnover and absenteeism have often decreased as a result.

Medical care, facilities for child care, and the home problems of the woman worker are of increasing concern on the part of employers. Rest rooms and lunch rooms for women workers, where provided, spell satisfaction for the employee and ultimate profits for the employer. Reasonable working hours, proper rotation of shifts, (some States limit the hours in which women may work), safety rules and mechanisms are increasingly recognized as builders of morale -- and for men as well as women.

The Wright Aeronautical Corporation, which builds engines for powerful bombers, was not deterred by woman's frailty. "You don't need brawn to run a machine", Wright now can tell the world. Most women, Wright personnel people say, find running a machine simpler than driving an automobile.

The woman at Allis-Chalmers may be assigned to spray painting, not the most delicate of jobs, or coil winding and taping; or she may do transformer washer assembly work, blading, blue printing, or maritime blading. Women work beside men in the mill, forge, and tank and plate shop.

This company combined its task of making the job safe for women with an education program for its new workers. Every woman who goes on the payroll is given a copy of a booklet "Safe at Work", and orientation courses. Workers are given special sets of rules governing their specific jobs: the drillers are told that caps must be worn by women who work at rotating machinery, and that goggles prescribed by the foreman must be worn at all times during drilling operations. Similar precautions are the rule wherever women man machines today. Ordnance plants today offer women many inducements. The Arkansas Ordnance Plant, for instance, stresses recreation programs for the women who spend their days in TNT laboratories. There are Little Theatre groups, organized athletics with indoor and outdoor facilities, and week-end dances at camps nearby. At the Rock Island Arsenal, the WOWS (Women Ordnance Workers) on some special jobs are served steaming hot food from traveling steam tables.

Women in plants making Garand rifles, Thompson sub-machine guns and .50 calibre Browning machine guns sometimes set their own machines, and more and more reliance is placed on their ability to do this -- with standard equipment. The contention is often made that extra maintenance men and porters are required when women are employed in factories of this type. But employers generally make that concession in favor of an adequate labor supply.

Women in the Sperry Corporation wear regulation safety clothes while making hydraulically controlled gun turrets of the type that has transformed American bombers into effective fighting units as well as bombardment machines. National safety experts urge women in such factories to wear a short-sleeved trouser garment of a lint-free material with no exposed pockets or buttons. Workers at Sperry are not required to wear the uniform, but like the women in factories throughout the land find it's smart and safe to do so. Fifty women tested the Sperry garment before it was made generally available.

Labor-saving devices which enable quickly-trained women to do the work often are the same which speed up production. Formerly in one Chicago plant, it took a man two to three years to become adept at fluting one drill at a time on a standard milling machine. Now in three weeks a woman can be trained to operate simultaneously two to four special-built multiple milling machines which automatically perform fluting operations on five drill bits at a time.

Job simplification and plant conversion have been undertaken concurrently in some factories. Women workers in a Brooklyn factory that made bedding before the war are making sleeping bags for soldiers now. Women who spliced inner tubes in an Ohio rubber factory now are turning out landing boats, life rafts, rubber vests and self-sealing gas tanks. The changes necessitated in plant operation were not due to a new type of employee but to a new kind of program. As engineers tackled the new program they were able to provide improvements in working techniques.

In so-called essential civilian jobs new precedents are being established every day. Women are bank tellers, guards, ushers, messengers. In retail grocery stores, women make up 40 per cent of the total employment. They are checkers, clerks, store managers, butchers. Little change in working methods was involved, but self-service has increased, and the importance of training has been evident. A green worker, man or woman, is a liability until properly trained.

The transportation industry, of all those outside actual war production, has been most keenly affected by the transition from male to female employment. With job simplification impossible except on a limited scale, it has been imperative to find women with special aptitudes, husky women for section hands, women with endurance for truck driving. The advisability of breaking down some occupations in the inter-city bus industry is under consideration so that recruits only work on maintenance jobs under supervision.

When a question on a woman's fitness for a particular job comes up at the research laboratory of the California Standard Oil Company a woman tries it. At the end of the week she makes her recommendations. This experimenter has investigated 12 jobs, and discovered that women with no technical background can be trained to handle practically all of them.

Both in industry and business, women have for the most part been trained right on the job. In some simple occupations a woman can start work after a few days of training. Several West Coast personnel managers, who thought 200 hours of training mandatory now consider women qualified after 30 or 40 hours.

Industry is paying for specialized training, too. For example, the Curtiss-Wright Corporation early in 1943 was giving 800 young women recruited from 100 colleges a 10 months' intensive course in aircraft engineering.

At the rate of 2,000,000 a year men and women are being trained in public vocational classes for factory jobs. The work is geared to the needs of local plants. In 200 colleges, short college-level courses are given women as well as men, to fit them for jobs as engineers, chemists, physicists, draftsmen, production supervisors, and scientific or technical aides.

Five nights a week groups of studious Sperry learners go to school. In the Brooklyn Technical High School they learn the mysteries of machine tool operation. New factory workers the country over are soldiers of production by day, students by night, to speed the day of peace.

WAR MANPOWER COMMISSION

June 28, 1943

Manpower Requirements
January 1943--July 1944

Manpower Needs in 1943

Manpower requirements for the calendar year 1943, based on current production and Armed Force objectives, appear to be little changed from the Commission's estimates released January 25, 1943.

The goal of the Armed Forces--10,800,000 for January 1, 1944 as against 7,000,000 on January 1, 1943--is consistent with the earlier forecast of 10,700,000 for mid-December 1943. Labor requirements for the munitions industries, now estimated at 11,300,000 for January 1944, are 800,000 above the earlier estimate of 10,500,000 for December 1943.

Employment requirements for other nonagricultural industries are estimated at 30,500,000 for January 1944 as compared with 31,400,000 in the earlier forecast for December 1943. About three-fourths of this 900,000 change represents a seasonal decline from December to January.

The estimates of labor requirements in agriculture remain unchanged, except for a seasonal decline of about 200,000 which usually occurs from December to January.

The net effect of all these small changes is that combined manpower requirements for the Armed Forces and the civilian labor force is now estimated at 62,300,000 for January 1944; whereas, the earlier estimate indicated 62,500,000 for December 1943. (Table attached)

Manpower Needs, July 1943 - July 1944

A minimum of 3,600,000 persons must be added to the Armed Forces and munitions industries during the one-year period from July 1943 to July 1944 as follows:

	July 1943	July 1944 (in millions)	Net Additions
Armed Forces	9.3	11.3	2.0
Munitions industries	10.0	11.6	1.6
Total	19.3	22.9	3.6

In contrast to the increase of 5,900,000 in labor requirements for the Armed Forces and munitions industries forecast for the calendar year 1943, the present estimates point to a necessary increase of 3,600,000 from July 1943 to July 1944. Any evaluation of the change in the magnitude of the manpower problem, however, should take account of the following considerations:

(1) If the net strength of the Armed Forces is maintained at the indicated size, replacements for an unknown amount will be required. In the estimate, no allowance has been made for such replacements, which will result in an additional drain upon the labor supply.

(2) The problem of recruitment of additional men and women for the labor force is becoming increasingly difficult now that the more readily available persons have already been absorbed.

(3) Although labor requirements in the munitions industries are expected to increase less rapidly than hitherto, the labor demands are concentrated in labor market areas in which critical shortages already exist.

(4) The peak requirements for the Armed Forces and the munitions industries in July 1944 are superimposed upon the seasonal peak requirements of agriculture.

Armed Forces. -- The increase of 2,000,000 in the net strength of the Armed Forces between July 1943 and July 1944 includes official estimates, as presented in Appropriations Hearings, to expand the military services by 400,000 above the now authorized level of 10,900,000. It does not take account of the number of men who will have to be withdrawn from the civilian population, for replacements, if the net strength of the Armed Forces is maintained at 11,300,000. In this sense, the above requirements must be viewed as a minimum estimate.

Munitions industries. -- The estimated increase of 1,600,000 workers in the munitions industries - which include the metal-using industries, metal mining, and selected chemicals and rubber industries - is based on a realistic program of munitions production and war construction for the period July 1943 to July 1944. The production rate assumed for July 1944 is virtually identical with the rate implied in the current official schedule of the War Production Board, but was obtained as a result of three changes in that schedule. These changes, which were concurred in by the War Production Board, are: (1) Certain program components not now completely scheduled were increased to allow for known expansion of program. (2) Known cut-backs in program were taken into account in reducing certain components. (3) The monthly forecast of munitions output was revised to bring the early months of the fiscal year into line with the current level of output. It is believed, therefore, that the munitions production program underlying the labor requirements estimates represents a realistic approximation of military production needs.

Both changes in productivity and in average weekly hours have been assumed in the estimates of labor requirements. An increase of 10 percent in munitions output per manhour for the calendar year 1943 was assumed and a further increase at the rate of 4 percent per year to July 1944. An increase in the workweek from an average of 46.9 hours to 48 hours per week was also assumed.

Civilian and other labor requirements. -- In industries predominantly serving our civilian economy, increased needs for workers in some industries will be more than offset by declines in others during the coming fiscal year. As a result of existing restrictions upon civilian production arising from facilities and raw materials limitations, employment in the non-munitions industries is expected to decline by about two and one-quarter million from July 1943 to July 1944. This represents a decrease in employment of about 7 percent in the coming year to a level approximately 13 percent below July 1942.

The net effect of such change in civilian employment in conjunction with the changes in munitions employment and the Armed Forces is shown in the following table:

	July 1943 (in millions)	July 1944
Armed Forces	9.3	11.3
Munitions industries a/	10.0	11.6
Other nonagricultural industries b/	32.3	30.0
Agriculture	12.0	12.0
Total employed and Armed Forces	63.6	64.9
Unemployed	1.0	1.0
Total manpower requirements	64.6	65.9

a/ Includes all metal-using industries, metal mining, selected chemicals and rubber industries.

b/ For specific components, see attached table (Estimated Manpower Requirements, January 1943 to July 1944) and discussion below.

In the above estimates, labor requirements are expected to remain virtually unchanged in agriculture, in the food industries, and in textiles, clothing and leather products. Despite prospects for increased agricultural production in the summer of 1944, the present estimates assume that no additional manpower will be required in July 1944 over the 12,000,000 estimated for the coming July. A net increase of 100,000 workers in food manufacturing is indicated from July 1943 to July 1944, in view of reduced crop prospects this year, and the program of expanded farm output next year. Because there is no reason to anticipate any reduction in the combined civilian and military needs for clothing, textiles, and shoes, the present estimates show no change in the level of employment for this group of industries.

The decreases in employment in the predominantly civilian areas of the economy will be concentrated largely in trade and services, in construction and building materials, and to some extent in a miscellaneous group of manufacturing industries and nonwar governmental agencies.

Labor requirements in the trade and service industries are expected to decline by about 700,000 as a result of a diminished flow of manufactured consumer goods and a substantial depletion of inventories which, to date, has cushioned the decline in this field of employment. While urgent nonconstruction requirements continue to call for large volumes of lumber and wood products, the curtailment in the wartime construction program will cut labor requirements in the construction and building materials industries by about 600,000.

The net changes in overall manpower requirements that have been presented do not fully indicate the manpower mobilization that will be necessary to meet those requirements. In the first place, the increases in labor requirements are largely concentrated in a few industries that are in turn concentrated in local labor markets where manpower shortages already exist. The decreases in labor requirements, on the other hand, are in industries that are widely dispersed throughout the country. In the second place, the estimated increases in labor requirements are net increases. The gross number of workers that will have to be mobilized is much larger to allow for turnover, for replacements of workers who die or withdraw from the labor force, and for whatever replacements may be required by the Armed Forces.

Sources of Manpower

The sources of labor supply for meeting the estimated minimum additional labor requirements from July 1943 to July 1944 may be summarized as follows:

Transfers from other industries	2.3 million
Decreases in unemployment	.0 million
Net increase in labor force	1.3 million
Total requirements and supply	3.6 million

Transfers from other industries. -- As indicated above, the net decline in employment in industries other than the munitions industries may approximate 2,300,000 workers in the coming fiscal year. These workers will be available to meet the expanding manpower needs of the Armed Forces and the munitions industries, either directly or by replacing other workers. The large number of construction workers who will be released by the general decline in construction requirements represent the largest single group of workers who can be readily absorbed in the munitions industries.

Decreases in unemployment. -- With the reservoir of enemployed already down to approximately 1,000,000 persons, the unemployed can no longer be considered as a source for meeting the expanding labor needs of the war economy. Because of between-job shifts resulting from changes in production requirements and other causes, it is assumed that 1,000,000 represents the approximate minimum level of unemployment.

Net increase in the labor force. -- If 2,300,000 persons can be drawn from nonagricultural industries other than munitions for the Armed Forces and the munitions industries, as indicated above, it will be necessary to effect a net increase of 1,300,000 in the labor force.

Possibly one-half or about 700,000 of this increase will be provided by the normal increment to the labor force resulting from population growth. The remaining one-half must be comprised of persons who would not normally be in the labor force--some of whom may be persons who postpone their retirement.

The principal remaining source of additional workers at the present time is women who are not occupied as homemakers or who are unoccupied. No other group in the population can provide any substantial number of new entrants. It is not possible, however, to count to any appreciable extent on older women or those responsible for the care of young children. The most available group at the present time are the 4,100,000 nonfarm housewives under the age of 45 who are not responsible for the care of children under 16 years of age.

Since July 1940, the number of women at work has increased by more than 5 million. Most of this gain, however, had been achieved by the end of 1942. In the first five months of 1943, only 100,000 were added to the total of 14,000,000 employed in non-agricultural industries in December 1942. The continued expansion of employment in specific munitions industries represents a large part of transfers from other industries rather than a net gain in the number of women at work. A somewhat better showing is made in agriculture, in which 1,800,000 were employed in May 1943 as compared with 1,400,000 in the same month of 1942. Few of the women currently taking seasonal jobs on the farm will become available for other employment, however, when they are no longer needed in agriculture.

Changes in Manpower Problems

The overall task of mobilizing manpower so as to obtain a net increase of 3,600,000 for the Armed Forces and the munitions industries in the coming fiscal year does not appear large when compared with the task now almost completed for the year ending July 1943, even if the stated requirements are viewed as minimum manpower needs. During the year July 1942 to July 1943, eight million persons will have been added to the Armed Forces, munitions industries, and agriculture. Actually the task of mobilizing 3,600,000 in the next twelve months will be more difficult than the comparison indicates.

It is obvious that in the process of adjustment to wartime labor demands to date those most readily available have been mobilized. Unemployment was reduced by more than 8,000,000 in the past three years. The workers added to the Armed Forces were mostly younger men with the least family responsibilities, and those who had less opportunity to acquire necessary industrial skills. The nonworkers added to the labor force have been those who were most ready to seek work, those living in areas where jobs were open or most ready to migrate to such areas, and those who were most able to qualify for employment. As the most available workers are absorbed, a residual of less adaptable persons, whose mobilization involves increasing difficulty, remain.

Local character of manpower problems. -- While the labor resources of the Nation as a whole appear more than adequate for all essential needs to mid-1944, very serious local problems of labor supply exist.

The expanding labor requirements of war industries are largely concentrated in critically stringent local labor markets - centers of war production like Buffalo, Seattle, or Detroit. In July 1943, over half of the employment in the final assembly of aircraft, aeroengines and propellers, and more than two-thirds of the employment in shipyards will be located in areas of current acute labor shortage or areas in which labor shortage is anticipated within several months. By January 1944, the aircraft plants in these areas will have to find 130,000 additional workers, and the shipyards will have to find another 50,000 persons. A large part of our war production program is thus seriously affected by local labor shortages.

The adequacy of labor resources elsewhere in the country does not help materially because the further influx of population into these areas is limited by the amount of housing and other community facilities which can be provided. The problem is complicated by the fact that in critical labor market areas it will be necessary to expand employment in civilian industries, which are declining Nationally, to maintain civilian services at the minimum required to support expanding war industry. A large part of the necessary increase in labor supply must be recruited, therefore, from relatively restricted areas - in large part from homemakers representing only a fraction of the 4 million women under the age of 45 who are not responsible for the care of young children.

Full production can be achieved in the year ahead only by mobilizing to the utmost the labor resources of these local areas and by diverting as much war and civilian production as possible to areas with more adequate labor supply.

Manpower Task for 1943 - 1944

The foregoing analysis shows that a total of 3.6 million additional persons must be added to employment in the munitions industries and to the Armed Forces from July 1943 to July 1944. Moreover, this must be accomplished despite the greatest stringency in the manpower market yet faced by the Nation. Previously we have been able to draw heavily upon reserves of unemployed who could be readily abosrbed into employment in areas near their homes. In the coming year, with no reserve of available unemployed, we face an intensive task of transferring workers from industry to the Armed Forces, from industry to industry, and from area to area.

Even in critical areas and industries, young men will be withdrawn from industry for the Armed Forces; replacements by older workers or women will be necessary for such workers, and these replacements will be additional to the 3.6 million estimated net needs. Further, in critical areas, employment in civilian trades and services must in many cases be expanded rather than contracted.

Declining employment in civilian industries will yield workers to meet new demands only if such workers, who for the most part are not in critical labor markets, can be physically transferred to the localities where they are needed. The recruitment of additional women not now in the labor force will be more difficult in the coming year in view of the fact that those most able to take employment have already been recruited.

A manpower program to meet next year's problem must emphasize intensive and selective measures. Full utilization of workers and elimination of labor hording has been assumed in the estimates; if these objectives are not achieved, the labor need will be increased. Replacement of younger industrial workers entering the Armed Forces requires as intensification of training and upgrading activities on a broad scale. Turnover must be kept at a minimum in order to avoid loss of time and efficiency.

Intensive recruitment measures are necessary to assure full utilization of women, Negroes and other available labor reserves in shortage areas. While transfer of workers from area to area should be made only after full utilization of local reserves, such transfers will be required in many areas. In such cases, every effort should be made to transfer as much production as possible out of areas to which it is necessary to transfer workers. The stringency of the present manpower situation requires that these objectives be attained with a minimum of disruption in employment and production. Positive measures are required to reduce undesirable migration, to channel hiring, to train workers, and to improve utilization of the present labor force.

Prepared by:

War Manpower Commission,
Bureau of Program Requirements, and
U. S. Department of Labor,
Bureau of Labor Statistics
June 28, 1943

Estimated Manpower Requirements
January 1943 to July 1944 1/

	January 1943	July 1943 2/	January 1944 2/	July 1944 2/
Manpower requirements	59.4	64.6	62.3	65.9
Armed Forces 3/	7.0	9.3	10.8	11.3
Civilian labor force	52.4	55.3	51.5	54.6
Unemployed	1.4	1.0	1.0	1.0
Employed	51.0	54.3	50.5	53.6
Agriculture	8.7	12.0	8.7	12.0
Nonagricultural employment	42.3	42.3	41.8	41.6
Munitions and munitions materials industries 4/	9.2	10.0	11.3	11.6
Transportation, fuel, and utilities	4.2	4.5	4.4	4.5
Federal war agencies 5/	1.5	1.8	2.0	2.0
Construction and building materials	2.3	1.9	1.3	1.3
Food	1.3	1.4	1.3	1.5
Textiles, clothing, and leather	2.8	2.8	2.8	2.8
Trade and service 6/	10.6	10.6	10.1	9.9
All other 7/	10.4	9.3	8.6	8.0

Sources: January 1943 data for civilian labor force, unemployed, employed, agriculture and nonagriculture, from Monthly Report on The Labor Force, Bureau of the Census. January 1943 data for components of nonagricultural employment from Bureau of Labor Statistics. Data on Armed Forces from published statements.

1/ All data apply to approximately the tenth day of the month, except the Armed Forces figures which relate to the first of the month.

2/ Estimated.

3/ Net strength. Excludes net attrition due to battle casualties or other causes.

4/ Includes all metal-using industries, metal mining, selected chemicals and rubber industries.

5/ Excludes Navy Yards and manufacturing arsenals included in Munitions Group, as well as Off-continent and Force-account construction employment of war agencies.

6/ Includes the BLS Trade and Finance, Service and Miscellaneous groups.

7/ Includes all other manufacturing, all other Government, and self-employed and domestic servants after adjustment for statistical differences in Census and BLS series.

Prepared by: War Manpower Commission,
Bureau of Program Requirements, a
U. S. Department of Labor,
Bureau of Labor Statistics

June 28, 1943

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INDUSTRY CONTACTS

Ruberroid Company, St. Louis, Mo.

Product: Asbestos shingles and siding

Purpose of Contact: To check on the effects of weight lifting in the Bundling Department. Mr. Derringer, the Personnel Director, stated that they were following my recommendation of periodic medical examinations for the women who are lifting bundles weighing 52 or 53 pounds. Examinations were given to women who had been working in the department from 5 to 8 months. According to his statement the doctor had found no detrimental effects. One girl had lost weight but this was of no serious consequence.

The problem of safety shoes was again mentioned and once more I contacted a store in an effort to secure safety shoes for them. Some large sizes were available at this retail store. This information was passed on to Mr. Derringer.

North American Aircraft, Kansas City, Kansas

Unfortunately Mr. Branch, Industrial Relations Director, was in California at the time of my visit, June 22. The plant manager was also absent so the following information was given by Mrs. Richmond, Director of Employee Relations. She has no authority to give out information therefore this must be held confidential until I see Mr. Branch or Mr. Raynor, the manager.

Plans have changed since V-E Day. The North American Plant in Kansas City will be shut down next fall, probably November. On May 29 and 30 there was a lay-off of between 1500 and 1700 workers. Mrs. Richmond did not know what percentage were women. This lay-off was stricktly on a seniority basis. Following the lay-off the voluntary terminations averaged about 100 per day. The separations are not so high now but it is unlikely that another major lay-off will be necessary.

Mrs. Richmond is still interested in the post war schedule but felt it was necessary to talk it over with Mr. Branch before proceeding. She is also interested in getting some of the community organizations to help build up standards for domestic service.

Aireon Manufacturing Company, Kansas City, Missouri

The Signal Corps contract for radios has been cancelled but they are now retooling for a new secret Navy product -- somewhat similar to the one made at the Naval Ordnance Plant (McQuay-Norris) in St. Louis. No lay-offs are anticipated at Aireon because the majority of the present workers will be placed on civilian production just as soon as materials are allotted to them.

Aireon Manufacturing Co (cont'd)

The present employment is 2000 with about 42% women. An additional 2000 workers will be hired for the Navy product. The great majority of the new workers hired will be women. No difficulty is anticipated in obtaining a sufficient number of workers.

Amertorp Corporation, St. Louis, Missouri

The production of aerial torpedoes for the Navy is to be halted (see newspaper clipping attached).

INDUSTRIAL OPPORTUNITIES FOR WOMEN

The following pages are, broadly speaking, a revision and expansion of Page 1-f, dated April 20, 1942. They supplement also Bulletin 48, Higher Education and National Defense, which is concerned with the training of college women students for industry. The data for these pages have been secured through consultation with representatives of various divisions of the War Manpower Commission, Women's Bureau of the Department of Labor, and the U.S. Office of Education.

This material is directed toward the counseling of those who are graduating and those who for various reasons are not planning to return to college. It does not imply that basic education, and the professional fields, such as the sciences, teaching, and social work in which there are acute shortages, should not continue to be the objective of qualified people. Those students should continue their education.

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It is estimated that 3 1/4 million people must be added to the labor force this year. Of this number, 2 million will be women, most of whom have never been wage-earners before.

It is only too obvious that there are at present, and will continue to be, acute shortages of manpower in many industries. The continued expansion of our war effort is calling for more and more workers, and if the needs of the armed forces are to be met, large numbers of men, many of them highly trained, will be leaving essential war industries. The ranks of the unemployed, who until now have helped to make up this deficiency, have been so depleted that they no longer can be called upon to any appreciable extent.

For purposes of this material, industrial job opportunities are divided into two fields: 1) the scientific, technical, and management jobs, 2) work on the production line. The one general rule that applies in almost every case is that every individual should first apply at the local U.S. Employment Service office in the area where she wishes to work, to find out what the industrial needs are and where she can best fit in. Also, for work in Navy shipyards and Army arsenals, which are under Civil Service, she should look up Civil Service needs which are posted in every 1st and 2nd class post office.

Engineering, Science, Management

The scientific and technical opportunities lie largely in the fields of engineering, physics, and chemistry, where women are being used as scientific and technical aides. The shortages in these fields are already widely felt, and the opportunities for trained women are practically unlimited. Women who are already trained in the sciences will learn about possible jobs directly through their local U.S. Employment Service office or Civil Service. If there is a particular company in which she wishes to work, she may want to apply "at the gate", that is, by going or writing

Magazine Division
Office of War Information
Social Security Building
Washington, D. C.

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REPORTS ON WOMEN AT WORK

The great rush of women into war jobs has been followed by a rallying of womanpower for necessary civilian services. So it is that the end of 1943 will find more women with paying jobs than ever before in U. S. history.

In some cities of critical labor needs, such as Detroit and Buffalo, every effort has been made to rally every possible labor recruit. In other cities, the need for women workers has been less. Shortly before the close of the fiscal year, in late June, 1943, objective OWI reporters made on-the-spot resumes of the women's employment situation in nine representative cities: Buffalo, Boston, Philadelphia, Norfolk, Akron, Detroit, Chicago, Salt Lake City, and Los Angeles. Excerpts from their reports are given in this memorandum.

Services which make it possible for women to do war jobs have been slow in starting but are now getting underway. A few examples of such services, as reported to the War Manpower Commission, appear in this memorandum, merely as indications of a wide-open field to which magazines might care to investigate further.

I. Reports from Cities on Women's War Employment

(From OWI Field Offices)

BUFFALO: A recruitment campaign for women workers in the Buffalo area was made by the War Manpower Commission, acting through its subdivision, the United States Employment Service, and a voluntary group of local women workers, the Women's Recruiting Committee of the War Manpower Commission.

This Committee concentrated its efforts to enlist single, unemployed women, then widows and women without family responsibility, and finally, women with older children, using press, radio, posters, bill boards, and civic groups.

An indication of the results obtained by the recruitment drive is seen in USES labor market surveys which show that over 12,000 additional women workers were added to the payrolls of Erie and Niagara County employers during the first five months of 1943.

Actually to get women into the labor market, Buffalo held a Voluntary Enrollment of Women for War Work, a census which saw the distribution of 302,000 printed enrollment blanks distributed by mailmen to all homes in the two counties. Of this total 102,187 were returned to the United States Employment Service office. A total of 44,432 women stated on the enrollment forms that they would accept employment either then or at some future date.

The local committeewomen, in cooperation with Mr. Leroy Peterson, Buffalo-Niagara Area Director for the WMC, also persuaded local civic, labor and industrial leaders of Buffalo to unite in a project for the construction of a novel Women's Recruitment Center in the heart of downtown Buffalo, on Lafayette Square. The Center became known as the Cape Cod Cottage, and is an attractive blue and white structure, tastefully decorated and designed to appeal to women who might normally resent applying at a public employment office. The Center is staffed with USES and War Industries Training Program personnel, and recently has been loaned on a weekly basis to essential local industries desiring to make use of its facilities to attract women workers. Since the Cottage was dedicated on January 30, 1943, a total of 9308 women have applied there for employment or job-training information.

United States Employment Service labor market reports show that since 1940 over 100,000 women workers have been added to the labor force in Erie and Niagara Counties, as this area got into war work nearly two years ahead of most sections of the country. The USES estimates that about 30% of these 100,000 women are in necessary civilian activities.

Employment in department stores and commercial establishments in Buffalo has not fallen off to any great extent, mostly because the large stores have changed their hours, opening at 10:15 a.m. and closing at 5:45 p.m. to accommodate housewives who work as salesgirls.

The International Railway Company has 84 women bus drivers as of June 12, 1943, and local cab companies, other than independents are using only 8 women cab drivers.

About 25% of the bank tellers in Erie and Niagara Counties are women, with the percentage growing weekly.

Undoubtedly one of the greatest changes in employment of women is in the small retail shops where women dependents are universally replacing their menfolk who have gone into high-paying war jobs or the armed services. No estimates are available on the total number of these, but every drygoods store, news stand, restaurant, grocery store and butcher shop has women behind the counters.

Housewives often take civilian service jobs, particularly if they have children, as part-time and part-shift jobs are more easily arranged in the smaller stores and non-war establishments.

Women are employed in increasing numbers in technical fields as laboratory assistants, engineers, draftsmen and chemists.

Practically 90% of the messenger service in Buffalo now is performed by women workers.

By far a majority of the housewives recruited have gone directly into war industry, principally on half-shifts. There are, of course, large numbers of women in jobs not connected with war industries, but all reports indicate these women gradually are leaving for higher-paying jobs in war plants.

BOSTON: There are no women bus drivers or trolley car operators, and only a few women taxi chauffeurs in Boston, which is not rated as a critical area by the WMC.

The Boston & Maine Railroad, however, has six women doing jobs as replacement for men workers. One of them is the first woman information clerk in the North Station Concourse.

The city of Boston has just inaugurated a force of ten police women under Sgt. Irene Bombach, but this was not so much because of the manpower shortage as to combat delinquency among teen-age girls.

Chain stores and corner groceries are able to get only women for cashiers and counter attendants, and drug stores are replacing their soda jerkers and other employees with women.

The Western Union is relying heavily on women, and hotels are using them as bell boys, while theatres are employing most of them as ushers. Laundries are employing many women and restaurants are readily accepting women 45 and over as waitresses. Bakeries, dairies, and other civilian firms are using women mostly in jobs requiring little or no skill or training. Thousands of women, young and old, are turning from low-salaried civilian service jobs to the more lucrative jobs in war plants.

PHILADELPHIA: The women of Philadelphia are just beginning to take their place in the industries of the nation's third largest city. There are already many thousands who have taken men's places or made new places for themselves, but they are merely the vanguard of the thousands who will follow.

"We've just begun to take on women," said a representative of a concern producing heavy ordnance units for the Army, "but we'll be taking more and more and yet more. Why? There just aren't any men! Those who aren't in the armed forces are already in war plants similar to ours."

The Philadelphia Transportation Company--operating the city's trolley lines and subways--have placed many women as ushers and traffic directors on subway platforms and at busy intersections. Others have taken men's places as car-cleaners and in many clerical and semi-technical positions which were formerly filled by men.

A class of thirty has almost completed training for duty as motormen and conductors on surface cars. Two-man buses will soon operate with a woman as fare-taker and transfer-issuer. Many women are already in service as conductors on the interurban lines beyond the city limits.

Fifty-five women are driving Yellow Cabs in Philadelphia. Others serve as taxi-dispatchers at the city's railroad terminals and at the principal hotels. The smaller taxicab companies and the Independents have not yet put women behind the wheel.

Precise figures as to the women employed by the railroads in Philadelphia cannot be determined. Both the Pennsylvania Railroad and the Reading Company consider their lines as systems, not as local institutions. Employees may live in Philadelphia, yet work in other cities; men and women in Paoli, Chester, Norristown, or New Jersey cities work in Philadelphia.

The Pennsylvania Railroad System, as of May 15, 1943, employed 20,147 women--or 11.9% of the payroll of 169,536 employees. This compares with 8.2% of women employees at the close of the first World War and company officials estimate that as the present war continues, the percentage of women employees will follow a steadily rising scale. The figure of 11.9% has already been exceeded; if the war continues into 1945 fully one-fifth of the company's employees may be women.

Already the Pennsylvania system employs women in the following capacities: elevator operators, janitors, building attendants, machinists, mechanical helpers, car cleaners, boiler cleaners, turntable operators, locomotive cleaners, flagmen, gatemen, semi-skilled and unskilled laborers, information clerks, ticket sellers, and passenger trainmen. These last are employed principally on suburban trains as ticket-collectors.

The Reading Company employs women in almost as many capacities as does the Pennsylvania, but has not yet put uniformed women on its trains. On the Reading payroll are women crew-callers, draftsmen, and storekeepers. Many hundreds work loading and unloading platform freight and operating electric baggage trucks. At the Huntington Street yard one gang of car-cleaners includes six grandmothers, all of them wearing service-pins in honor of sons or grandsons in the armed services.

There are ten policewomen in Philadelphia. All operate in plain clothes. Six are in crime-prevention work, four are assigned to the detective bureau.

The activity of women in the war industries in Philadelphia can be best determined by the nature of the work done. At plants like Bendix Aviation, MM RCA-Victor (Camden) and the Philadelphia Signal Depot the work is on small units and literally thousands of women are employed in delicate tasks of assembly and inspection.

At larger plants--The Baldwin Locomotive Works (Eddystone), the shipyards of Philadelphia, Camden and Chester--women are in the minority. Physically they are not quite equal to handling heavy plates and castings. However, Cramp's Shipyard boasts of Mrs. Weitzel, only women keel-bender in the country, who operates a 1,700 ton press.

There is a woman meterologist at the Philadelphia Airport, a former ballet girl and a former actress in dramatic roles are on the payroll at Kellett Autogyro; there is a Ph. D. from Bryn Mawr taking a mechanical training course at a mid-city school. High school girls are assembling radio parts and electronic devices at Bendix and RCA-Victor.

There is comparatively little eagerness on the part of Philadelphia housewives to seek employment which is not directly a part of the war effort. The reason, as revealed by several surveys, is primarily that women in war industries are earning wages three and four times as great as those brought home by their sisters in civilian employ.

Where women have replaced men in banks, chain-stores, and other necessary civilian services, they have done so because of cleaner work, more agreeable hours, the absence of "speed-up" or "drive," and convenience to their homes and families.

NORFOLK: Some women are employed in civilian services in Norfolk, of course, but the majority of women have been lured away to work in war plants. Women welders are the women of the hour in Norfolk. Big war wages in the Navy Yard and other war plants is the reason women are leaving civilian service jobs.

Men waiters in the Norfolk area are a thing of the past. Practically every restaurant and eating place and drug store has a "Waitress Wanted" sign in its window. Restaurants are having to hire young, inexperienced girls or do without help. Service is exceedingly slow in most all restaurants because of lack of sufficient help. Most all of the elevator operators in this area are women.

It is now the usual sight to see women running the filling stations. One large automobile repair shop has even given training courses for women and for men over draft age. Both are paid a minimum salary while training and then upon completion of the course are given regular jobs. There is an alarming shortage of auto mechanics in the area, and it is hoped that the women taking the course will be able to fill the gap.

Because of the alarming shortage of womanpower for retail stores, the Office of Civilian Defense conducted a survey in cooperation with the Department of Distributive Education to determine if there are still unemployed women in Norfolk willing to take jobs in retailing. The results were somewhat disappointing. Of the small group surveyed, the greatest number were not interested at all and the next largest number professed to be physically unable. Only an exceedingly small percent indicated a willingness to take jobs in the stores. A few weeks ago workers in retail stores were awarded a badge of recognition which they are allowed to wear as long as they work in a retail store. The badge is a patriotic symbol in red, white and blue with the words RETAILERS VICTORY CORPS written on it. Over 20,000 clerks received this, and they are wearing them daily.

Most of the banks in this area have changed to women tellers.

Laundry work and drycleaning work are important civilian services which have been hard hit by manpower shortages. While both businesses have been hiring women for some time, they cannot get enough help to bring working conditions to normal. Customers have to wait several weeks to have their clothes returned.

AKRON: To put it bluntly, the manpower needs of war industries in Akron have riddled necessary civilian services. The employees of these services either have been attracted by the higher wages in war industries or have become members of the armed forces. They are being replaced by women for whose services they also have to compete with the war plants.

According to Frank Simonetti, labor market analyst of the War Manpower Commission for the Akron area, there were 15,600 women employed in 60 selected war plants in May, 1942. In these same plants today there are 39,500 women working, an increase of almost 24,000.

The competition the service industries are meeting from war plants is indicated from the fact that 75% of the workers entering war plants in Akron today are women. They now comprise 35% of all Akron war workers.

The non-war establishments are drawing heavily on housewives, particularly for part-time work, and children out of school for the summer. During the school year many of the children work after school and on Saturdays, mostly in stores.

Retail stores in downtown Akron normally employ 5,000 persons, according to A. C. Hutchison, secretary of the Akron Merchants Association. About 3,000, more than half, have gone into the armed forces or taken war plant jobs. They have been replaced mainly with either old or young people, Mr. Hutchison said. The only men left in the stores, he said are older men and a few scattered in key positions.

Mr. Hutchison asserted that there is a rather large number of housewives to draw from, especially on a part-time basis. This consists mainly of Monday nights, Wednesdays and Saturdays.

"The woman with a house to take care of welcomes a chance to work on a part-time basis," he said. "Others work every day and find they still can get dinner ready after they get home."

Restaurants have escaped none of the manpower grief. The labor turnover in some restaurants since January 1 has been between 200% and 300% it is stated with authority by Mrs. Mildred C. Buskirk, president of the Eastern Ohio Restaurant Association. Mrs. Buskirk knows. She operates the Buskirk Sandwich Shop at 824 E. Market Street, just a few blocks from the Goodyear Tire and Rubber Co., and has only one waitress who was with her two months ago.

"Waitresses are our biggest problem," she said. "Housewives won't take the jobs. High school girls are taking jobs in the factories. The girls you do manage to get are inexperienced. As soon as you have them trained they leave you."

Mrs. Buskirk formerly kept her restaurant open from 5 a.m. until 2 a.m. with two shifts of waitresses. Shortage of help forced her to reduce the hours she is open. For a time she closed at 9 p.m. Now she closes at 2 p.m., keeping open only for nine hours, compared to 21 hours before.

The problem is such that most Akron restaurants close one day a week because that is the only way they can give their help a day off.

Says Mrs. Buskirk: "If I didn't have a moral and patriotic sense of duty I would close up and go into the factory myself. But then somebody has to keep the workers fed."

Low wages and poor working conditions are responsible for the predicament of the laundry and drycleaning industries in Akron as well as in other cities. They are three weeks behind in their service, although business is 20% below what it was last year. If they had the manpower, they could do 150% more business. Like the others, their women have gone into war plant jobs and their men have gone into the factories or put on uniforms.

DETROIT: Recruiting of women for war plant work has cut rather deeply into Detroit civilian services but has not crippled or paralyzed these services. Most seriously affected by withdrawal of women seeking war plant jobs are restaurants, laundries, drycleaning establishments, factory food caterers and others where pay scales have been low. Younger girls just out of high school are filling in vacancies left in offices by older women who took up war plant jobs. In many cases, women have taken over jobs formerly held by men, such as street car conductors, taxi drivers, janitors, railroad yardworkers, elevator operators, cashiers in banks, grocery clerks, butchers, etc.

There has been a noticeable trend lately to get women--housewives and others--into split shift work in civilian services. The plea generally is to women in the locality of a particular business, such as drug stores, department stores, dime stores, and restaurants. It is felt that women taking these part-time chores will help alleviate the serious shortage of help in business establishments of this type.

Women are doing hundreds of jobs formerly held by men. War Manpower Commission in Detroit reports that a few women are working in shipyards, performing such hard chores as scraping hulls on ships; women are serving as crane operators in factories; some are foundry workers making molds and cores, a job requiring considerable dexterity; women are working at drafting boards and doing all types of precision inspection work; some are successful supervisors in war plants hiring women--even though some have argued in the past that women were not good at handling other women. Because the Detroit male labor market is at an all-time low, women in this city may be found in virtually all types of work formerly done by men. The list of examples is endless.

Women consider their civilian jobs as war jobs usually in those cases where it has a direct bearing on war production, for example, elevator operators in the office buildings occupied by the Army, Navy, or war agencies; railroad yard workers; trolley conductorettes, etc. It all depends on the nature of the job. It obviously is hard for a woman behind the meat counter in a super market to feel she is doing war work. Rather, she feels she is doing a patriotic duty in replacing a man who has gone into service.

Child care centers are functioning in the Detroit area, but not in quantities so great that batches of jobs have been created.

CHICAGO: In Chicago proper there are no women driving taxis, buses or trolleys. In Roseland, a southern suburb of Chicago, there are some taxi drivers, and Gary, Indiana, 30 miles south and east of Chicago, there are numerous women cabbies.

The Illinois Central railroad has 21 women flagmen and 10 women ticket punchers for its suburban service; the Baltimore and Ohio has 15 colored women section hands; the Chicago, Milwaukee, St. Paul & Pacific has 94 women employed as car cleaners, both white and colored. A woman is doing a billing clerk's job in the yards on a night shift, important because it is the first time in the company's history that a woman has been allowed to work in the yards, strictly a man's job.

Greyhound bus lines has nine white women as baggage handlers, 25 employed as parts cleaners, four as ticket agents and one as an expert auto mechanic.

Chicago has 58 policewomen employed by the city and 7 employed by the Park District. They are used principally for traffic control work.

Of 15 dairies canvassed in Chicago, it was found that only 5 to 7 percent of the employees are women. Of 10 wholesale bakeries canvassed, 12 to 15 percent of the employees are women. Of nine book matches manufacturers canvassed, 55 percent of employees are women. Of 10 printing establishments canvassed, 40 to 45 percent of the employees are women.

Examples of women in unusual occupations are:

A former beauty operator now running a 20-ton crane; a widow of a Marine killed on Guadalcanal, now a welder with Pullman-Standard, building ships; a young woman slinging baggage--heavy stuff, too,--at a Greyhound bus terminal; a young woman as a railroad yards clerk and on night shift; a woman working in a tin plate mill at jobs only a man held before; a woman auto mechanic specializing in "metalizing parts" which is the operation of spraying molten metal on worn parts to rejuvenate them.

From 597 selected establishments WMC says the increase in women employees between November, 1942 and March, 1943 has increased 16.4 percent. The figures are 140,600 women to 163,633 women. Total employment, male and female in these 597 establishments to date, is 539,781.

The state Bureau of Labor Statistics says that in the past two years of employment of women in Chicago has increased 40 to 50 percent.

SALT LAKE CITY: To appreciate the tremendous impact of the war on Salt Lake City, and the extreme manpower shortage it has caused, it is necessary to have something of the background of the area.

On a 75-mile strip up and down the Salt Lake Valley, with Salt Lake City right in the middle, there has been expended in the past three years on military establishments and war industries, approximately $450,000,000, or almost exactly the assessed valuation of the entire state up to that time.

In addition, Utah is the nation's second or third-ranking producer of copper with the major operations, which net more than one-third of the nation's complete output, within 30 miles of Salt Lake. There are also major producers of zinc, lead and other vital war metals within a radius of 100 miles of Salt Lake. With the tremendous, stepped-up demand for war metals, these mines have taken the bulk of the available manpower with the result that a large share of the military installations and war industries, such as an ordnance plant and radio tube factory, must be manned by women.

Illustrating the sharp increase in employment of women, the Department of Employment Security reported 9,257 women employed in Salt Lake County January 1, 1942 and in October of 1942, 17,094, or nearly double. This increase does not take into consideration the 5,000 women employed at the Utah Ordnance Depot, since these were employed when the January 1 total was compiled. In other words, the figures largely reflect the sharp trend to employment of women in virtually all possible industries during the past year. These totals do not include several thousand women in government employ in the area bringing total to date to 2,000 or more.

There is hardly an industry or a business in the city and county which has not utilized women to the fullest extent. A good example is the Union Pacific railroad which has 202 women employed here, 119 in the mechanical department and a total of 192 of whom have taken jobs which were ordinarily handled by men before the war, such has hostler attendants, engine wipers, turntable operators, coach cleaners and ticket sellers.

An outstanding example is Mary Amelia White, who works the graveyard shift from midnight to 8 a.m. as a freight car checker, walking about ten miles a shift alone along tracks and tracks of freight cars, checking the numbers.

The Denver and Rio Grande, which with the Union Pacific forms the major trans-continental route across the central United States and through the Rockies, has had the same experience with 80 women now employed in their mechanical department, none of them as actual mechanics but doing the sweeping, engine wiping, etc. An example is Mrs. Leah K. Higham, 677 7th Ave., Salt Lake City, Utah. She is the boss of a crew of 20 women in the backshop or locomotive department. She is the mother of six children and has two sons and a son-in-law in the armed forces.

Another example of women going into a field reserved exclusively for men heretofore is in the non-ferrous smelters and mills. The International Smelting and Refining Company last week employed twelve women in their smelter at Tooele just west of Salt Lake City, and anticipate eventually employing 80 or more out of a total working force of 700 to 800 people. The change-over here is necessarily slow because accommodations in the way of toilet facilities and dress rooms, etc., must be made for the women. Some difficulty is also experienced with the miners because of the seniority rule that everyone start at the bottom and work up. The women took it in good part, working on the bull gang all last week unloading carloads of brick and cleaning up trash, and this week two of them are in the sampling department. Union prejudices have been largely overcome, and the transition of as many women as the state laws will permit in the service operations is expected to move more rapidly from now on.

The principal taxi cab firm in town, the Salt Lake Transportation Company, has 42 women driving cabs.

The Utah Light and Traction Company, providing the bus service in Salt Lake City, has a total of 43 women workers including 14 removing fare boxes and gassing buses, 17 in shops cleaning, greasing, oiling and handling parts, and 12 as bus drivers.

Service stations are another principal industry, previously almost exclusively the domain of men, who are now using women to a large degree. The 12 Firestone stores all employ women station attendants with their major store in Salt Lake City employing five girls who pump gas, repair tires and assist in the retread shop.

Standard Oil of California employs 25 women in their stations handling men's jobs. An unusual example was Irene Meiling of Lehi, Utah, who worked at a Standard Station, 505 East 4th South Street, Salt Lake City, while studying medicine at the University of Utah. She was a girl of means and did not need to work but wanted to try her hand at helping in the war effort. She pumped gas, repaired tires and lubricated automobiles before leaving in June to finish some laboratory training in her medical course at Pasadena, California.

United Airlines employs 56 women at the Salt Lake airport doing what were formerly men's jobs, such as dispatching planes, in the communications office, the cargo department, stockroom, ticket agents and supply women.

Major chain stores which were largely staffed by men, now have a majority of women employees, although as yet they have no women managers. They have two women meat cutters in a Boise, Idaho, store, but none in this particular category in Salt Lake City.

As for laundries, cafes and hotels, the bulk of their employees have always been women. Their past history has been low pay, and they are feeling the effects of it now as the women go to higher paying jobs filling the shoes of men employees. As yet there has been no critical curtailment of hotel services, although J. R. McCusker, Regional War Manpower Director, here to attend a recent meeting at which the Chamber of Commerce registered a complaint on the raiding of essential civilian industries by military establishments, had an interesting story: He and three members of his staff were put up together in a sample room and at 7 o'clock of the second day of their stay, they all pitched in and made their own beds and tidied up the room. The hotels report housekeeping service is the most seriously affected by the shortage, although cafe service is also sharply curtailed.

Cafes are hard hit. They are staggering their openings, most of them not opening until 11:30 a.m. and virtually all of them closing at least one day a week. An attempt was made to remain open on Sunday to serve the military men with week-end passes anxious to get away from camp for a day, but they were so over-run by civilians that most of them have given up this idea. Most of them also reported that the heavy Saturday-Sunday week-ends were just more than their girls could stand, and they had to close to protect the health of their employees.

The laundry situation is probably the most critical of all. It is a fortunate man who can get his shirts back within two weeks. The Army took over the principal laundry in the city and the rest of them have been operating with a tenth to a twentieth of their maximum force because of inability to get workers. Here again it is a case of extremely low wages with women taking higher paying jobs.

Generally speaking, the appeal to women to work has been good. Day care centers have been established and other steps taken to lift household duties from wives and mothers. But the War Manpower Commission believes there are still a number of housewives who can be used in war work. Estimate is that 1,500 to 2,000 more might be available if day care and other services were provided. A good percentage of the women workers in this area are wives of military personnel, principally enlisted men who are stationed here with the Ninth Service Command or other military installations.

LOS ANGELES: A survey of Los Angeles shows women performing practically all types of civilian jobs except where it is physically impossible. Women represent 84.3 percent of employment in apparel manufacturing; about 40 percent in aircraft parts and air frame establishments. Oil companies are using women pumping gas, lubricating cars, testing and gauging in control laboratories and refineries, stenciling and filing oil barrels, even gauging and sampling oil tanks and tankers. Soon women will actually operate distillating units. Union Oil Company's personnel division reports, "Women are doing all the jobs extremely well. With proper training they can do anything. They are more precise than men in testing work. Filling station staffs are 75 percent women."

Women perform practically every operation in banks--tellers, auditors, bookkeepers, adding machine operators, personnel officers, credit analysts, training supervisors. It is estimated banks are now employing 60 percent women. High school girls are serving as pages on split shifts alternating afternoon and morning school. In the head office of Citizen's National Bank, all tellers are women. Banks are recruiting through statement enclosures, employees, women's clubs, churches, and advertisements.

Los Angeles Police Department now employs 300 women: 15 women now announcing to radio patrol cars, 50 women school crossing guards, all messengers women and practically all in record bureau and other clerical work, releasing men for police duties. There is a possibility women cops may direct traffic soon.

Motion picture studios report few changes from men to women principally because unions do not clear women for many jobs traditionally done by men. They are using women in film laboratories such as printers for film processing.

Los Angeles Sheriff Eugene W. Biscailuz reports women deputies are now doing fingerprinting and practically all clerical work in the central office and 12 substations. Fourteen women deputies headed by a sergeant in the county jail and 10 other women deputies are releasing male clerks to radio patrol work. There are 9 women deputies in the civil division working in constables' offices.

Women are now performing tasks in metal salvage yards formerly done by men only. Two Negro women are operating power shears to cut steel at the Berg Metals Company here.

The Los Angeles Railway Company reports using 120 women as car operators in one division and 38 women as operators on a motor coach line.

The Southern Pacific is using women in the shops mostly for cleaning, greasing, engine wipers. About 25 percent of the section gangs are now women. The number of women employed in S. P. storerooms and commissaries has increased about 2,000 percent.

The food business is now using butcherettes, women bakers and almost 100 percent women in fruit and vegetable, grocery and cashiering departments. They are doing practically all jobs except heavy warehouse and truck.

Proposals to use lady longshoremen fell through, but women are driving jitneys and lifts at Army docks in the harbor.

Non-war work employers are having a difficult time to compete with war job employers. Attraction and excitement of building a weapon coupled with better pay has the peacetime occupations gasping for workers.

II. SERVICES FOR WOMEN IN WAR WORK

(From Field Offices of U.S.E.S.)

NEW YORK: Bloomingdale's department store has established shopping facilities in at least four war plants on Long Island, among them Sperry, Republic and Grumman. A representative of the personnel office in each of these plants studies the advertising of the store daily and employees prepare lists of wanted articles. This information is relayed by the personnel office, and a representative of the store calls regularly at the plants with samples from which employees order. Delivery is made directly to the plants.

The Bethpage plant of Grumann Aircraft has asked beauty parlors in the vicinity to keep open one additional night a week because the plant management has found beauty treatments are very important in maintaining good morale among women on the production line. Beauty parlors are now open Tuesday and Friday nights of every week. An "emergency service" of this same plant provides for: simple household repairs such as plumbing which does not require any parts; automobile repairs of an emergency nature. To use this service, the worker must call the Absentee Bureau which refers his request to a personnel counselor in the department wher the worker is employed. The request is acted on following a check-up on its authenticity.

NEW JERSEY: In all municipalities, banks and merchants long since have adapted operations to the necessity of war workers in general and women workers in particular. Banks have arranged to be open one or two nights a week as late as 9 p.m., and many of them open as early as 8 to accommodate patrons whose hours do not conform to normal patterns. In Trenton, local banks have gone so far as to institute a complete banking service by mail for the convenience of war workers. Merchants keep their stores open one or two evenings a week as late as 9 o'clock. In Bayonne, the stores are open to 9 o'clock on Monday and Thursday evenings and until 10 o'clock on Friday and Saturday evenings. The establishing of cafeterias in four Bayonne plants where hot food can be served at various hours of the day, depending on shifts, has become a feature of many plants in other cities. An East Orange plant even goes so far as to permit employees to clock out earlier than their scheduled quitting time in order to make bus connections. In East Orange, the Crocker-Wheeler Company, the Monroe Calculating Machine Company and the Eclipse Aviation Company have arranged special transportation for women on night shifts. The Otis Elevator Company in Harrison has established a shopping center within the plant operated by a Newark department store.

WISCONSIN: In Milwaukee, shopping hours have been adjusted by downtown stores so that they are open on Monday evenings until 9 o'clock, and outlying neighborhood stores are open three evenings a week. West Allis banks are open one night a week to coincide with the pay day of the largest plant in West Allis. Recreational facilities for civilians have been adjusted by certain downtown theaters operating continuously all night certain nights in the week. The Milwaukee baseball club is scheduling morning games. Transportation has been relieved by staggering of working hours of city, county and federal employees and by staggering school hours. Stores are also delaying their opening until after the morning rush.

KANSAS: Wichita stores remain open from 9:45 in the morning until 6:15 in the evenings. Banks remain open Friday night until 7 p.m. Some doctors and dentists now are keeping evening appointments. A number of beauty parlors remain open evenings. Movies are open one night a week to accommodate swing-shift workers. Nursery schools provide care from 6:30 in the morning to 6 in the evening, and the Hilltop Nursery School is planning to provide care for children during the night shifts also. There is serious need in Wichita for greater effectiveness in providing child care services for the mothers and children who need such services. Staggering hours and car pooling has helped to meet the most pressing transportation problems. Plants report women are given choice of shifts so far as possible.

TEXAS: Due to the introduction of paid training in industry and the relaxation of age limits, there has been very little difficulty experienced in obtaining the number of women war workers needed. Stores remain open one night a week in almost every community in order to allow time for women war workers to shop. Banks have not felt the need for changing the customary hours. The Physicians Association of Texas reports that in almost every case doctors were staying at their offices from one to two hours longer each day, and making home calls much earlier in the morning and later in the evening than in normal times. The number of doctors in large cities in this area has been reduced approximately one-third.

CALIFORNIA: Medical services designed especially for war workers have been established in California through the California Physicians Service, a voluntary health insurance program operating through the housing projects of the Federal Public Housing Authority. Approximately 60,000 persons are covered. In the following locations, medical centers have been established within the Housing Authority project: San Diego, Vallejo, Los Angeles, Marin City, and Alameda. The physical plant and equipment are furnished by FPHA, service is supplied by the California Physicians Service on a 24-hour basis.

Practically all the major firms in Southern California areas have their own health and medical services through which employees are able to have medical examinations and other professional services at small cost.

Vultee Aircraft Company, near Downey, California, has established small stores on company property to enable workers to make minor purchases without the necessity of taking time off. They also have a post office and credit association and plan in the near future to establish a banking service.

Lockheed-Vega, Douglas, North American, Northrop and Vultee employ women counselors for the specific purpose of helping women to adjust themselves to production work. The duties of the counsellors extend past the orientation period; they are available to advise on and help solve problems of absenteeism, child care, leaves of absence, personnel problems, vocational guidance, gas rationing and legal matters.

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WAR MANPOWER COMMISSION
Bureau of Manpower Utilization

THE EMPLOYMENT OF WOMEN:
Facing Facts in the Utilization of Manpower

DIVISION OF OCCUPATIONAL ANALYSIS AND MANNING TABLES
June 1943

7-1261-Cover

FOREWORD

The Division of Occupational Analysis and Manning Tables, of the Bureau of Manpower Utilization, initiated a Manpower Analysis program in the late Fall of 1942.

The purpose of a Manpower Analysis is to present to the employer and to the War Manpower Commission a complete picture of the manpower problems within the plant in order to provide a factual basis for maximum utilization of workers' skills. Employers' participation in the program is entirely voluntary.

Manpower Analyses are plant studies made as a service to management by Occupational Analysts assigned to the War Manpower Commission's field offices. The first part of each study consists of a Manning Table, including a complete inventory of jobs in the plant, the training time required for each job, the number and sex of workers, the number of physically handicapped persons employed, the distribution of male employees by Selective Service Status, and the estimated future labor needs. The second part is an analysis of the labor utilization practices in the plant and the problems involved it, such as training, housing and transportation difficulties, turnover and absenteeism.

The greatest value of a Manpower Analysis is the assistance rendered to the establishment in which it is made. Responsibility for optimum labor utilization, and ability to promote and ensure it, rest with the individual employer. On the other hand, it is often possible to give him very real assistance through techniques about which he may not be informed, through a point of view not restricted to one plant or one industry, and, above all, by giving an impetus to his consideration of labor utilization problems. The Manpower Analyses have pointed out many of the actual reasons for failure to utilize women as a source of labor and have indicated some solutions to problems involved in the employment of additional women in plants, or their introduction to establishments that are using only men in the production departments. This information, amplified by research into recent publications, is made available in the following article so that the "know how" reported by one Analyst can be circularized among the persons who may be faced with similar problems.

THE EMPLOYMENT OF WOMEN:

FACING FACTS IN THE UTILIZATION OF MANPOWER

To increase the Armed Forces to the published estimate of 10.7 million in December 1943, approximately 4.1 million men who can meet military standards must be withdrawn from civilian life. Because of the curtailment of non-essential activities, some of these men will not have to be replaced in their former jobs. However, war industries need an increasing number of workers and the total of those engaged in agriculture must be maintained at least at present level. It has been estimated that during 1943, 2.7 million persons must be added to the number in the labor force and the Armed Services at the beginning of the year. Most of these 2.7 million persons will be women, largely housewives who are entering the labor market.

Although it is generally accepted that current and future labor demands can be met only through large scale employment of women, it is often difficult for individual management to relinquish traditional personnel policies. The employment of women in war industries is increasing daily, but their number still falls far short of the actual need for them if we are to attain the production volume required for global warfare.

Even after the decision is made to employ women, many questions remain and some problems arise which are difficult to meet with the rather limited experience and information available at the local level.

Certain facts seem to be clear from experience with the employment of women in this country:

Many firms have reported higher production by women in comparison with men on similar jobs.

The traditional idea of jobs "suitable" or "unsuitable" for women should be reconsidered in the light of the fact that women are known to be performing almost every type of job.

Separate or additional restroom facilities must be provided and some minor changes, such as raising benches, providing chairs and installing lifting or conveying devices are sometimes necessary before introducing women into many jobs.

Once women are employed in a plant, male employees generally have had little objection to additional women workers, and few of the disciplinary problems which some employers fear ever develop.

Although there is no new major problem brought into supervisory work in connection with supervising women, the phrase "more thoughtful supervision" seems to indicate what is needed in the handling of women who are new to industry.

General experience indicates that women have a better accident record than men, particularly if certain safety precautions are observed.

Damage to tools and materials is often less than when similar work is performed by men.

Turnover is reduced by the employment of women, although their absenteeism record in the past has been somewhat poorer than that of men.

Women already living in the vicinity of a plant constitute a source of additional workers without aggravating the housing shortage. However, the employment of the mothers of young children creates such problems that Mr. Paul V. McNutt, Chairman, War Manpower Commission, has stated . . . no woman responsible for the care of young children should be encouraged or compelled to seek employment which deprives her children of her essential care until after all other sources of labor supply have been exhausted.''

Production Records

Even though the scope of occupational opportunity for women was formerly limited by traditional practices, those who were employed generally proved themselves to be capable workers. Recently better production records have been reported by many firms for women in comparison with men on those jobs which had been held only by men prior to the war. This, of course, may be attributed to several reasons, one of which is the possibility that only the best qualified women applicants have been accepted so far. Another element may be that when they are faced with prejudice, women regard it as a challenge to be overcome through superior work.

Jobs "Suitable'' for Women

As women on the average have only a little over half a man's strength, physical requirements will affect the desirability of certain jobs for them, but it cannot be categorically stated that any particular occupation is absolutely unsuitable for women. United States Census figures for 1940, recent reports of placements of women, and the experience of England, Germany and Russia prove that women are actually performing an almost limitless number of jobs, many of which require considerable physical exertion. As in all careful placement work, it is a matter of selecting the proper worker for the job. Just as some men do fine needlework, there are many women who are too "heavy handed'' to perform delicate manual tasks. Although the average male is stronger than the average female, there are many men of slight physique and many women whose strength equals that of the average man.

The average woman, being about 4'' shorter than the average man, is frequently at a disadvantage when called upon to reach to heights above head-level. However, women 5'8'' tall should have no difficulty filling any job requiring reaching suitable for the average man.

Manpower Analyses have pointed out that the bulk and weight of materials to be handled in certain jobs is one of the major reasons advanced by the employer for not employing women. However, there is such disparity between establishments in this factor that in a great number of cases it can be overcome by managerial initiative and ingenuity in job re-engineering. Hoists for raising weights to work level, conveyor belts, and other mechanical devices have been installed in many factories to aid the workers. Other plants have broken down jobs so that a strong laborer does all the

the heavy carrying and lifting for a group of women, leaving them free to give full time to the operation of their machines. The examples of jobs filled by women in the recently released "War-Time Employment of Women in the Iron and Steel Industry in Great Britain" throw considerable light on the arduous work that can be done by women and the usefulness of such minor technological changes in tasks as the substitution of smaller shovels.

Even when the weights to be lifted or carried on the job are not very heavy, the small amount of time needed to train women, or men, in proper methods will be well repaid by decreased fatigue and greater efficiency and safety.

The Women's Bureau of the Department of Labor recommends that weights be carried on the shoulder. Although this method is primarily intended to conserve strength and protect the worker's health it is particularly important that it be observed in going up or down stairs, or in any situation where a restricted range of vision might add to the accident hazard. To prevent undue abdominal strain in lifting objects the worker should stoop down by bending her knees and not her back, keep the feet close to the object to be raised, use a narrow stance, the feet approximately 8 to 12" apart, and put the brunt of strain on leg rather than back muscles.

One rather surprising fact disclosed by the Manpower Analyses was the number of males still employed in clerical occupations. Although clerical work is the obvious field for replacement of men by women, a tabulation of 22 studies* covering a total number of 63,314 workers shows that of the 4,490 employed in clerical occupations, 3,084 were men. Only 201 of these men were above the age of 45, which seems to indicate that a great many of the remaining number are eligible for military service.

A few of these clerical occupations are in production departments, necessitate lifting heavy parts, require considerable knowledge of shop operations, patterns, dies or castings, and in some cases have been stated to be unsuitable for women. The unsuitability of these jobs for women is particularly open to question as few of the jobs require a long training period, and the physical demands could be met by strong women or be decreased by having one laborer perform the heavy lifting if mechanical aids were either not obtainable or not feasible. In any case, it appears logical that able bodied men in clerical occupations could be transferred either to these jobs in plants or trained to perform machine or other production operations where physical requirements seem too high for the average women. It is also interesting to note that of the 3,084 men employed in clerical occupations in the plants covered by Manpower Analyses, only 33 were reported to have any type of handicap.

Plant Facilities

One of the reasons frequently mentioned for the unwillingness to employ women is the lack of restroom facilities and the difficulty in securing plumbing equipment because of material shortages and priorities. In some cases, of course, the difficulty is being exaggerated, as, if the plant plans to increase its labor force and does not

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Several Manpower Analyses did not include administrative and clerical personnel in the Manning Table for the plant, and, therefore, are omitted from this tabulation.

have sufficient restrooms now, it will have to install or expand them, regardless of the sex of the workers to be employed.

The problem, when it actually exists, is most severe in old plants since the majority of new industrial buildings provide facilities for women. In many instances the difficulty can be overcome by minor alterations in physical layout, and this is the first possibility to be explored. Other plants faced with the same situation have made successful appeals to local real estate firms and property owners for sale or donations of such Secondhand fixtures as were exempt from War Production Board restrictions. In all cases the nearest field office of the War Production Board should be contacted immediately and the labor utilization implications explained. Since regulations concerning materials must necessarily change frequently, the various solutions can best be determined by "on the spot" cooperation with the agencies involved. It is urged that, if restroom facilities need to be improved or increased, action be taken immediately, as further delay will only increase the difficulty in securing materials.

State Laws

Federal and State laws prohibiting the employment of women in certain hazardous work affect a small percentage of occupations and must be given due consideration. A plant considering the employment of women should consult the Department of Labor representative during the initial planning period. As reported in Manpower Analyses, the Department can be of great assistance in clearing up misunderstandings on laws and indicating the minor equipment changes necessary to meet accepted standards.

The proper State Department should also be contacted concerning hours and shifts of work for women.

Union Membership

In the past, because of labor market conditions, some local unions discouraged the employment of women in closed shops. However, because of the present conditions and the expressed and demonstrated interest of unions in promoting war production and maximum labor utilization, this picture has changed, and contracts are being rewritten or amended. If an employer's use of women as a source of needed additional labor is impeded by a local union regulation, it is probably possible to secure the union's cooperation after the need has been explained.

Prejudice of Other Workers

Another factor which has appeared in a sufficient number of studies to become significant is that, although top management favors the introduction of women, foremen and other workers are opposed to it. It is logical to some extent that this would be true. The foremen are immediately affected by the employment of women and the personnel and training problems which arise in the initiation period, whereas top management is primarily concerned with meeting production schedules and, in so far as possible, without disturbing employer-employee relations, using all sources of labor to accomplish this aim. Also, it is natural that a foreman concerned with only one department would find it more difficult to grasp a problem in its widest aspect, as a component in the over all labor picture.

Management publications, in particular, have paid considerable attention to this problem and emphasize that it is necessary to secure the wholehearted cooperation and support of foremen, key men and machine operators by having them understand the reasons for the change. Much of the opposition voiced by male workers to the employment of women is merely the repetition of a traditional sentiment. In most cases the objection will disappear when the necessity for increased production, the shortage of labor, the ever expanding needs for war materiel, are explained. Enthusiastic championing of the cause by top officials and the plant labor-management committee will soon have its effect. If the men understand that they are not being displaced but are being freed for more essential contributions to the war, for work which cannot be done by anyone else, it is probable that the point of view of the higher officials will be adopted by the mass of employed personnel.

Here again a small amount of time spent in preparation will pay remarkable dividends. Much of the foremen's opposition is based on fear of the problems they will be faced with, including the idea that they will have to make machine workers out of women who traditionally are thought to be lacking in "mechanical aptitude". Personnel experts point out that there is very little difference between male and female applicants in true mechanical aptitude. It should be explained to foremen that the difference is not one of ability but rather of experience in handling tools, machine knowledge or familiarity, which can be overcome in a short pre-employment training period and is counterbalanced by women's eagerness to learn.

Training Women Workers

Manpower Analyses indicate that in some areas there is an insufficient supply of women trainees and that employers are failing to take full advantage of the vocational training facilities available to them.

In the few cases where dissatisfaction has been expressed with the vocational trainees hired, it is learned that there has been poor correlation of the training course with the work to be done on the job. Lack of active cooperation at the local level between employers, the U. S. Employment Service and vocational education authorities is largely responsible for these isolated failures.

In some communities the vocational education opportunities for women have been restricted because, with limited time and space, the schools had to train first the workers most acceptable to employers. When an employer makes his demands known to the U. S. Employment Service and the vocational authorities, there will be an incentive and a purpose in training more women. It is interesting to note that the Manufacturers Association of Connecticut, in advocating the cooperation of employers with local vocational education agencies, stated in June 1942, "State Vocational Schools will literally train employees to your order."

Besides teaching them to perform on the job, pre-employment and pre-production training for women results in the following benefits: It breaks the shock of change from home life to industrial work; reduces the fright reaction to noise, dirt, speed and danger of machinery in motion; saves shop training time; effects economy of materials; and reduces danger of injury to new operators and other employees. The school will maintain the interest of women volunteers while they are waiting for a place in production, and sift out those who are unsuitable for the job. In additithere is substantial evidence to indicate that training reduces labor turnover.

As women normally have little if any experience in handling tools, it is necessary that their training be started on a more elementary level, and that careful supervision be given them at the beginning of their training. Although all inexperienced workers benefit from a planned training program, it is particularly important that women receive a pre-employment or pre-production course, which will give them the elementary knowledge the average man has acquired as a boy, even before he had any industrial experience. A specially selected person who can understand and be sympathetic to women's problems in their unfamiliarity with tools, mechanical devices, shop terms and practice, should teach women during their initiation period. So much of a woman's future adjustment to the work situation depends on this early training period and her initial contacts with the machine and the plant, that the idea of "more thoughtful supervision" cannot be overemphasized.

Current experience is proving that although women entering machine operation fields may begin with this handicap, they learn rapidly and can soon catch up with the men in the class. Some companies are reporting that the over-all training time for women is actually shorter than that required for men on the same operations.

Particularly because the feeling has existed that women are lacking in mechanical ability and the majority of the women now entering the market have little if any work experience, aptitude tests, such as those offered by the U. S. Employment Service of the War Manpower Commission, will be of great aid in proper selection of workers to be trained.

Women Foremen or Supervisors

There is at present quite a wide divergence of opinion on the desirability of having women in industrial departments and machine shops to supervise other women, or both men and women. Since many women are successfully filling responsible positions in production departments as supervisors, foremen, sub-foremen and leaders, this is again not a question of the "suitability" of women for supervisory work, but of proper selection of the individual. Whether or not a plant develops women foremen will depend largely on the training it can give and the speed of its upgrading program.

One point of particular importance on which employers agree is that when a woman is assigned supervisory duties, she should be given the full complement of authority and responsibility of the job and her position must be made clear to the workers under her supervision. Otherwise it is likely that they will by-pass her and take their problems to and expect to receive their orders from a man who they feel has more authority.

A woman leader or foreman may have to meet more exacting standards of ability, leadership and fairness than a man filling the same position as many workers are more critical of a female than a male supervisor.

The Personnel Department and Women Workers

There is some disagreement on the question of whether or not women applicants should be interviewed by women personnel workers. This is the rule in England, both in the Employment Exchanges and in individual establishments, and is agreed to by many plant officials and personnel experts in this country. Others believe the opposite, or that either a man or woman is equally suitable. Again it would seem that the sex of a personnel worker is not so much the criterion as his or her interviewing ability. However, a woman interviewer, because of her first-hand familiarity with the problems of the woman worker, can in many cases get a more complete picture of those elements in an applicant's personal background which affect her attendance and performance on the job, and a better selection may result.

Experience indicates the advisability of having at least one person in the plant, as personnel official or women's counselor, to whom the women workers can take their special problems and difficulties, even if these matters are not directly related to the work. Particularly because some of the problems are personal in nature, it is preferable to have a woman in this position, and the Women's Bureau of the U. S. Department of Labor further points out that she should have both personnel and industrial training. Great care should be exercised in her selection as she must be capable of appreciating the worker's difficulties and of interpreting the plant's policies to them.

Safety Records

Some employers have been reluctant to hire women because of the hazards in machine and other industrial operations. However, records seem to indicate that the accident rate of women is lower than that of men.

Pre-employment training of new workers can do much to reduce the danger of injuries, and instructions in safety methods, particularly in proper techniques of lifting and carrying weights if such tasks are involved in the job, should be given to all new workers, regardless of sex. In many establishments special attention should be paid to work clothes and shoes.

Women's traditional clothes, style of hair, and shoes are not suited to many industrial occupations. It is important that protective clothing, when it is needed, be designed to meet individual plant and job conditions.

Whether safety clothing has to be worn because of the nature of the job, or the plant prefers a uniform for the sake of neatness and general appearance, it is desirable to consult the women workers themselves, or at least to ask women's advice when choosing styles. The uniform selected should be as attractive as possible, for, otherwise, some women will seriously object to wearing it. To a woman on her first job, when she has never seen an industrial accident, its possible tragedy seems very remote from the immediate unpleasantness of having to wear an unbecoming cap.

A company requiring the wearing of a particular type of clothing will make the enforcement of its policy much easier if the reasons for wearing the clothes, as well as for other safety regulations, are explained to each new worker and a clear and firm stand is taken before the worker is hired.

Damage to Tools and Materials

General experience seems to indicate that in the case of women workers, damage to tools and materials is considerably less than when similar work is performed by men. This is particularly true where women are operating small machines, using small parts or handling delicate mechanisms. The reason is perhaps found in women's habit of handling breakable objects with care in their regular housekeeping duties.

Turnover

There are no periodic statistics on turnover for men and women separately. Comments from employers in general add up to "low", "negligible" or "inappreciable" for women, but "high" for men. In the isolated reports of high turnover for women, the reasons given are lack of facilities for child care, transportation difficulties, low wages in comparison with neighboring plants, and so on.

One reason for the lower turnover rate of women is that women are not subject to military draft. This is only one of the factors involved. Another of the causes is the fact that in many areas employment opportunities for women are still limited to the extent that there is little incentive to "shop around" for a better job as many male workers are doing. However, it is the opinion of many authorities that if women are able to make satisfactory home arrangements, they are generally more stable in job tenure than men.

Since labor turnover is one of the most distressing problems affecting American production, a lowered rate, whatever the reasons for it may be, is a great economic asset to a plant.

Upgrading and Motivation

It is too often forgotten that workers are affected by and respond to incentives other than increased wages. Opportunity for upgrading may be just as important an incentive as immediate monetary gain. Although much has been written about women's ability to do monotonous work, this should not be considered as a limitation or accepted as true for all women or for all levels of intelligence and initiative. Ambition and the desire for self-improvement, for greater responsibility and more interesting work are present among women, just as in men. Increasing numbers of women are beginning to accept the concept that they will have to earn a living for the length of their productive years, and to desire and plan for advancement at whatever occupational level it may be. War casualties will leave a number of women in the position of having to support themselves and their families.

Many women, particularly those who had worked before the present emergency, have so often been made to feel that their occupational and promotional horizon was limited by forces beyond their control, have so frequently worked at unequal wages and with less recognition in the way of title and authority than men performing the same work, that they not only are most eager for but respond to a surprising degree to any promotional opportunities given them.

A program of supplementary training, of worker observation to note individual skills and unusual aptitudes, and of upgrading whenever possible, should be part of any personnel planning and action. However, in many cases it has been limited to the male working force. This type of program is even more important when women are employed in a plant formerly staffed entirely by men, as the women present a new and untried group of workers, whose ability has not been demonstrated through past accomplishment, and who, because of varying aptitudes, may develop at unequal rates of speed.

The knowledge that upgrading possibilities exist will have a great motivating effect. Of course, this cannot be a promise unfounded in fact, as the resulting disillusion is one of the worst detriments to morale that can exist, and the program should be carried out with all the energy with which it was planned.

In planning an upgrading program, employers may find it helpful to use the Job Families developed by the Division of Occupational Analysis and Manning Tables, of the War Manpower Commission.

Absenteeism

Although men's absences have increased recently, in some cases to the extent that there is little differences between the sexes in this respect, the normal absenteeism rate for women has been somewhat higher than for men, not only in this country but also in England and Germany. However, the courses of action to meet the problem are more clear cut in the case of women. When women are absent from work, there is usually some pressing reason, such as illness or home duties.

Much absenteeism can be averted by a careful interview before a worker is hired to determine her home status and to assist her in making any necessary arrangements. A systematic but understanding follow up should be made to determine and, if possible, take steps to remedy the specific causes for absences.

The methods employed to discourage absenteeism among men, such as patriotic posters, attendance bonuses, etc., will have their effect on the female working force, but additional problems must be taken into consideration.

Several studies have shown that women are ill more frequently than men. A survey by the National Institute of Health in the winter of 1935 to 1936 included a study of the disability of some 280,000 white persons in 8 cities. Approximately 34,000 of these were white women workers 15 years old or over. The rate of illness of women 15 to 64 years of age was about 28 per 1,000 in contrast to 22 for male workers. Women experienced a higher sickness rate than men in each age group. The Boston Edison Company in analyzing all disabilities of 1 day or longer occurring in the 5-year period 1933 to 1937 found that male employees lost an average of 6.4 days a year because of illness; female employees an average of 9.9 days.

This higher illness rate, which is one of the main reasons for women's absenteeism, adds further emphasis to the importance of health conditions in the plant. Properly spaced rest periods, which are also beneficial for men, greatly reduce fatigue, improve production and safeguard the workers' health. A well equipped first-aid or emergency room is essential, and should include a cot or bed.

Nutrition is such an important health factor that the eating facilities for workers should receive special attention. Workers should be able to secure nourishing meals at reasonable cost, and within close distance to their work stations. Education in the selection of foods is also advisable, as, where workers are permitted a choice, they often buy more soft drinks than nutritious food.

Home responsibilities are generally recognized to be the second major reason for the higher absenteeism rate of women, No matter how intense a woman's interest in her job may be, her children must be cared for, the work of running a home falls on her, and she must have time for shopping. Both the woman's peace of mind, with the resulting improvement of quality and quantity of work, and her attendance on the job will be greatly improved if the problem is considered and steps are taken for its improvement both by the employer and the community.

The employer's main contribution will be in planning hours and shifts of work with the women's point of view in mind, and in placing individual women on the shifts most suitable for their requirements. It is generally accepted that night work is highly undesirable for women. However, when women have to be used on second or third shifts, some employers have adopted the practice of rotating shifts to distribute the burden of night work and equalize employment conditions. The concensus of health and labor authorities is that shifts should not be changed as often as 2 or 3 weeks, nor at intervals so long as to develop chronic fatigue of the night worker. The most desirable frequency will depend to a degree on plant conditions, and all possible measures should be taken to protect the workers' health when night work is necessary.

However, the wartime employment of women, particularly of housewives with small children, creates problems which cannot be successfully attacked from only one angle or by a single group. The best results have been achieved when all elements in the community have cooperated and worked together.

Not only as a factor in absenteeism but also from the broader point of view of individual and community welfare, the care of small children is the most important home duty of any working mother. The Office of Community War Services and other governmental agencies, and welfare, church, social, service and trade union organizations have rendered great service in this field by opening and expanding day nurseries, kindergartens, and after school play centers.

Many of these organizations have also been instrumental in providing recreational facilities for women workers. The lack of opportunity for normal relaxation and social activity is definitely related to the discontent and absenteeism of many workers. The problem is specially acute in the case of night shift workers.

In order that working women may be able to shop without taking time off from work, Merchants Associations in many towns and cities have agreed to change shopping hours so that stores remain open at least one night a week. Similarily doctors, dentists, lawyers, banks, and beauty parlors have cooperated by changing business hours to accommodate industrial workers.

However, in many communities, particularly those which war production has turned into boom centers, the inadequacy of community services and facilities is a very real cause for dissatisfaction and absenteeism. Although this has not been generally accepted as being an employer responsibility, the influential industrialist can do much by pointing out the needs and marshalling the community resources into action.

. . . .

In many areas, because the local labor market has been literally drained of men and the housing situation prohibits the importation of additional persons, the question of whether or not to employ women has become academic. Women constitute the main supply of labor in these communities. In other areas, where the labor shortage is not so severe, there is still some choice in the sex of workers to be hired, but the employment of well qualified women should be urged as part of a foresighted, long range labor utilization program.

The problems involved in the employment of women are neither as numerous nor as complicated as they are traditionally thought to be. The experience of the majority of plants has been that women generally are highly satisfactory workers, and that they bring an enthusiasm and an eagerness to learn which contribute greatly to the morale of the entire working force.

This seems to be the field in labor relations in which the greatest results can be achieved with the least effort, but this effort to be most effective should take the form of intelligent and energetic planning from the very beginning, preferably before any women are employed. This report has attempted to present the various aspects of the major questions involved in the belief that this type of approach may assist analysts, personnel workers, and employers in the constructive planning which must be done at the local level to meet each individual plant's situation.

The recruitment of women workers presents problems of a somewhat different nature and has not been incorporated in this statement. However, here again, the great need is for effective planning based on an understanding of the group to which the appeal is addressed.

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How To Get It Done

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AMERICA AT WAR
NEEDS
WOMEN AT WORK

A PLAN BOOK
***Published by* the Information Service of the**
WAR MANPOWER COMMISSION
For Use in Recruiting Women in Critical War Areas
For War Factories and Necessary Civilian Services

VICTORY
IS IN
YOUR HANDS!

June 4, 1943.

"UNDER MODERN CONDITIONS OF WAR, every person will have to serve where he can *best* serve the country. War Manpower means *everyone*—women as well as men—in the right war job. We need the *right* workers . . . in the *right* places . at the *right* time."

Paul V. McNutt
Chairman
War Manpower Commission

The Big Job Ahead of You . . . and How To Get It Done

(*For Regional Information Service Representatives, or for Area and USES officials who are authorized by the Area Manpower Director to organize local Information Campaigns under the general supervision of the Regional Information Service Representative.*)

Yours is the job of organizing and directing an intensive information campaign in this Critical War Area to persuade women not normally in the labor market to accept jobs in local war factories and necessary civilian business.

It's a job which requires all of the energy and ingenuity that can be put behind it by the most able local people whom you can get to work on your Information Campaign Committee.

This Plan Book is designed to give you tools with which to work in getting the job done.

Naturally, the timing and plans for such an information campaign must be approved by your Area Manpower Director and his Area Manpower Committee.

All material in this book has been worked out and cleared with OWI in Washington, but you should keep the nearest branch office of OWI fully informed, preferably through membership on your committee. The regional OWI office should be kept informed through the WMC regional Information Service Representative.

Because the problem is a *local* problem, it must be dealt with *locally.*

There is a serious shortage of labor in this area which threatens to prevent fulfillment of production schedules and to handicap, if not cripple, the conduct of necessary civilian business.

The unemployed reserve is rapidly approaching an irreducible minimum.

Every effort is being exerted to transfer workers to more essential industries, and reasonable success in this continuing effort has been taken into account.

But the fact remains that there just aren't enough men left to do the job . . . requirements of the armed forces will cut into the number of men now on the job.

Transportation and housing facilities are not adequate to permit the bringing in of large numbers of workers from other areas—even if this were considered desirable from a civic and social point of view.

The only solution in this area—as in many other Critical War Areas throughout the country—is in the recruitment, training, and placement of women in essential jobs.

Before the end of 1943, more than one-third of all the workers in the United States *must be women.*

First attention should be given to filling vital jobs women can do in local factories working on war contracts, because an idle machine may mean a dead soldier.

The need for women in necessary civilian activities — transportation, communications, restaurants, hotels, stores, hospitals, child-care centers, laundries, etc.—is second only to the primary demands of war factories. Two out of three women workers will be needed in jobs outside factories to release other workers for the armed forces and for specialized jobs in war factories.

The task before you, therefore, is a vital one. It requires careful organization, intelligent planning, and ingenuity in adapting the suggested materials in this Plan Book to your specific local needs.

The More Women at Work . . . the Sooner We'll Win!

Check The Facts On

THEY ARE VITAL TO THE SUCCESS

YOUR Area Manpower Director and your representatives of management and labor on the Area Manpower Committee are working to improve all the basic factors enumerated on these two pages. Each is a factor which has an important bearing on the success of your campaign. The need for women is so urgent that you can't wait until all of these conditions become so favorable that they can serve as important appeals in your Womanpower Campaign. However, you should sit down with your Area Manpower Director and *canvass the facts* on each of these important points, then incorporate the favorable ones in your Information Campaign.

1 WAGES

Good wages are second only to the *primary appeal of patriotism* in getting women to accept war jobs. What is the range of wages paid women for war jobs in your area? Is the principle of equal pay for equal work by women definitely established?

2 HOURS

Women must dovetail their working hours with their household duties. What are average hours of work for women in your area? Are shifts planned so that women can carry on necessary home routine? Is part-time work for women available?

3 WORKING CONDITIONS

Working in factories, in stores, is quite different from working at home. What are local working conditions where women are needed? What has been done to reduce noise and dirt, improve lighting, etc.

4 TRAINING

Most women will have to be trained for war jobs. What are the training facilities available? Are women paid while training? How long must they train before getting a definite job? Have training programs been adjusted to meet needs of women with no or little work experience?

5 HEALTH

Women are worried about the effect of war jobs on their health. What is being done to keep women physically and psychologically healthy on their jobs? What facilities are provided to insure healthful conditions? What about restrooms? How about management policy on rest periods for women? What medical facilities are available at or through the plant?

6 SAFETY

Women want to be reassured they will not be in danger. Have safety devices been provided wherever necessary? Have dispensaries been set up? Are women given safety aids they need on the job, such as goggles, helmets, etc., or must they buy them? What are plant requirements on work clothing?

7 RECREATION

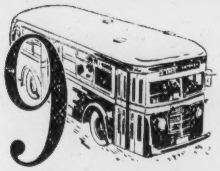
Women take a deep interest in rest and recreation facilities. What provisions have been made for community recreation? Does plant sponsor or provide recreation programs?

8 MEALS IN FACTORIES

Eating away from home is a new experience for many women. Are hot, adequate, low-priced meals available? Are foods provided that women like?

These Important Points

OF OUR RECRUITMENT CAMPAIGN



TRANSPORTATION

What are local transportation conditions? Can women get to all shifts on buses and street cars? Have car pools for women workers been set up? Will increased employment of women require changes in present transportation schedule? Will introduction of new or additional transportation increase potential reserve of women?

INDUSTRY'S ATTITUDE

Many women have the feeling they are "not wanted" in jobs usually done by men. Have local management and organized labor been completely "sold" on the use of women in war jobs? Is industry's attitude actively cooperative?

CHILD CARE

Many women are willing to work if they can make good provision for their children. Are well-organized nurseries available? Have neighborhood child-care centers been established? Have local churches, or women's groups, taken an active hand in solving this serious problem? Have recreation centers been set up in schools to keep older children occupied while mothers are at work?

SHOPPING FACILITIES

Many women quit jobs because war work keeps them from doing necessary shopping. What has been done to get food, apparel, department stores, and banks to arrange their hours so women can do their shopping before or after work? Are laundry facilities adequate to take care of the added burden caused by women working?

13
WOMEN NEEDED
WOMEN AVAILABLE
75
92
80
51
47
108
32
50
63
26

DEMAND vs. POTENTIAL

What has been done, or is being done, to measure local womanpower needs, and the number of women potentially available? How many women will be needed this year . . . this month . . . this week? How many more could be added to these potentials if child-care facilities were greater?

ORGANIZATION

Who are the key people, with experience in publicity, advertising, or campaign organization, who might be available to help you in organizing an Information Campaign Committee? Remember that your own local campaign will be only as successful as you and your committee make it. As you go through this Plan Book, keep in mind the kind of people you will want on this committee—then prepare to map out your campaign—adapting materials from this book to meet your own *local needs*.

REMEMBER ALSO:

(*a*) MEN'S ATTITUDE

It is important that the men of your community be thoroughly sold on the idea of women—including their own wives—working in war jobs. How are you appealing to men's groups? Mixed groups?

(*b*) SPACE

What adaptations, if any, or provision should be made in local employment offices for adequate handling of large numbers of women who have not previously been applicants for work? This is an important point.

How To Get Local Newspaper Support

YOU will want key officials of each local newspaper (representing both the editorial and advertising departments) on your Information Campaign Committee. Once the urgency of this Womanpower Campaign is properly presented to them as a civic problem, you can probably be assured of their cooperation. Do not ask your newspaper for tear sheets.

News Releases It's extremely important to have a close working relationship with a good reporter from each newspaper. If possible, you should try to arrange for a routine daily contact with such an individual, feeding him every possible news item and suggestions for development of newsworthy angles. Reporters like to write their own stories, but it is up to you and your committee to stimulate them with a continuous flow of worthwhile news material. Contained in this envelope are suggested news releases (which should be adapted to local conditions) to set a pattern for the campaign. Use the enclosed NEWS RELEASE IDEA SHEET for the stimulation of other stories.

Pictures Remember the old Chinese saying: "One Picture is Worth 10,000 Words." Your newspapers will work with you on taking photographs if they are newsworthy. Use the NEWS PICTURE IDEA SHEET to start off the campaign . . . you'll be able to add many more.

Editorials Use the enclosed sample editorials as suggestions to stimulate local editorial writers in developing their own editorials. Great caution is in order when presenting these suggestions because they will be resented unless offered only as possible *background* material.

Woman's Page Get the woman's page editors to develop frequent features on Women in War Work. Use the suggested Question-and-Answer columns to start a regular feature on answers to questions women ask about war work.

ADVERTISING

Full Page Ads Proofs of three full-page ads and three 1,200-line ads, designed to get action from women and answer their questions about war work, are enclosed. Mats of these ads are available (use the order blank). CAUTION: These ads will require the newspaper to fill in the blank spaces with the name of your city, and local figures. Care should be taken to match the type. Or, if you prefer you can order mats or proofs of the ads and adapt them to a different size.

You can enlist volunteer help in developing a continuing campaign of local advertising from (1) your local Advertising Council volunteer advertising agency (if one has not been named, query the WMC regional Information Service representative); (2) local retail store advertising manager, and (3) local newspaper advertising manager.

How will the ads be paid for? Many newspapers will publish the ads as a means of promoting their classified advertising pages, but some prefer to get local paid sponsorship from interested manufacturers or public-spirited business people. As you know, there are no Government funds available for this purpose.

Many newspapers will have been circularized by the Classified Advertising Managers' Association and will already be aware of the opportunity to help the war program and at the same time promote their own classified sections.

No attempt should be made to run these ads until such time as your Area Manpower Director has satisfactory working agreements with local newspapers in respect to classified advertising policies and practices.

Other Media Remember that foreign language and racial newspapers, publications of organized labor, house organs, church, club, civic publications, and weekly newspapers reach important audiences. Adapt these news, editorial, and advertising materials for their use, too! Foreign language newspapers will translate your material.

How Radio Stations Can Help

BECAUSE radio stations work so closely with local OWI representatives, it will be necessary for you to work out all your plans in cooperation with the local OWI agent and have him on the committee if possible.

Your local radio stations should be represented on the Information Campaign Committee both by sales and program departments.

Work out a definite schedule of radio cooperation with OWI and station representatives on your committee and get their advice and help in adapting the suggested material in this Plan Book to your local problem.

Live Spot Announcements

Frequent use of localized live spot announcements, such as those suggested, can be tremendously effective in carrying your campaign message to women. These will have to be fitted into the locally controlled portion of OWI's regularly scheduled spot announcements.

Big Name Recordings

Lowell Thomas, Edwin C. Hill, Gabriel Heater, and Kate Smith have recorded appeals for women war workers on a single 16-inch, double-faced record to provide you with 20 1-minute spot announcements. Each spot provides for a 15-second local announcement which includes your local United States Employment Service address. Use the order blank for the number of records you need. One record for each radio station in your area may be ordered.

5-Minute Dramatic Spots

Twelve unusual radio presentations are available on two double-faced records for immediate broadcast. They are dramatically and professionally produced. Use the order blank to get one set of records for each radio station.

Radio Interviews

Suggestions for 5- and 15-minute radio interviews, answering questions women ask about war work, are included in the accompanying material. Other radio materials are listed in the Catalog of Local Campaign Materials.

Use Local Programs

Certain local programs are well listened to. Talk to your OWI man and to your radio stations about getting recruiting messages in on some of these programs regularly.

Special Features

Talks by prominent local leaders are always good for radio broadcasts. (See suggested material for speeches included here.) Broadcasts directly from war plants, including appearance of women workers, are effective. So are special feature programs built around returning local heroes who can make a direct appeal for women workers.

National Background

Your local radio campaign will be carried on against an effective background of national radio cooperation.

Special Large Scale Radio Assistance

For areas having *large scale labor needs only*, a special "Get a War Job Drive" can be arranged. This involves the use of famous radio personalities, a name orchestra, returned heroes, etc. Considerable advance planning is needed to work out such a program. For further information, write Information Service, Washington, D. C.

How Local Theaters Can Help

The Office of War Information, through the War Activities Committee of the Motion Picture Industry, is already working with your local theater managers on the regular showing of important Government films.

Your local theater managers will be officially asked—through the War Activities Committee—to run a dramatic 4-minute 35-mm. film built especially for your local campaign. The film is called "Wanted—Women War Workers" and is filled with dramatic, emotional material that will move women to action and will furnish them with information they want about war jobs.

This film will be given an A–1 priority at the time you decide it will be most effective as a part of your campaign.

Another film is available as a follow-up for "Wanted—Women War Workers." This is a 1-minute announcement type. It is a series of animated titles urging women to "get a war job." Strong dramatic music is used as background.

Use the order blank for the films you need. Approximately one print for every five theaters is available.

Your theater managers will be furnished prints and instructions from the War Activities Committee at the time your order is received. The War Activities Committee will be responsible for all distribution. Local WMC representatives should not attempt any booking.

Two 16-mm. films are available for your nontheatrical use: (1) "Jane Brown Changes Her Job"—1 reel, 10 minutes, sound, black and white—this is a

British film. It tells a dramatic and effective story of how women in England are entering war factories. The story parallels our USES office procedures. (2) "Womanpower"—2 reels, 20-minutes, sound, black and white—this picture is a factual, straightforward documentation of typical factory jobs now being performed by women. Use your order blanks to get these films.

Outdoor Advertising

24-Sheet Poster The Outdoor Advertising Association of America, Inc., has arranged for the production of a 24-sheet poster design for local sponsorship. This poster, carrying the caption "Victory Is in Your Hands—Apply U. S. Employment Service," and dramatically portraying a woman engaged in war work, will be of definite assistance in publicizing your program.

Concerns engaged in war activities, as well as civic and patriotic organizations, are sponsoring programs of this nature throughout the country. Get in touch with your local outdoor advertising operator who has been furnished a colored miniature of this design, as well as complete material for a proper presentation. If your local operator is not participating in the WMC outdoor billboard program, write to your regional Information Service representative.

WINDOW STRIP.—These effective red, white, and blue strips can be used in many ways—display, store windows, campaign headquarters, at various meetings, and rallies. Use the order blank for the number of strips you will need. They are free.

SLOGAN STENCIL.—Get stencils made in large sizes of the campaign slogan and arrange to have Boy Scouts and other local organizations paint this slogan on sidewalks. Get street car and bus line to paint the slogan on the sides of their vehicles. Be sure to get proper authority from city officials, if local ordnances call for special permission.

Get Speakers Spreading the Story

You will want the chairman of your Civilian Defense Council, War Information Committee, on the Information Campaign Committee.

In most communities, the Civilian Defense Council is set up to do a fine job of sending out Victory Speakers on important campaigns connected with the war effort. If you find that your local Civilian Defense Council organization is not set up to handle the job, make it the specific responsibility of one member of your committee to organize a Womanpower Speakers Bureau to make 1-, 4-, and 10-minute talks before club, business, and civic organizations, church groups, labor unions, and wherever people—particularly women—assemble for social, civic, or business reasons.

The suggested speeches (included in the envelope) are intended as background material for these speeches. Let the speakers write their own speeches to conform to their own methods of delivery, but make certain that the major points which your committee desires to get over are included in their speeches.

You will note that the suggested speeches are prepared in form for presentation on the radio. They can be effectively used by public officials and civic leaders who are given time on your local radio stations to broadcast the appeal for women workers. The form of these speeches must be altered for personal delivery to suit the particular occasion and the kind of audience addressed.

Other speech material for women's campaigns is listed in the Catalog of Local Campaigns Materials.

Get Club and Church Cooperation

You will want to have leaders of local church groups and women's clubs represented on your Information Campaign Committee.

It is vitally important that a qualified member of your committee visit leaders of local church groups and explain to them the aims of this Womanpower Drive. Once they understand clearly the objectives of your Government's effort in the interest of winning the war, you can enlist their active cooperation. Make certain that all the factors are placed before them—that the campaign aims to achieve its objectives with the least possible disturbance of present home and social relationships. Remember the immediate call is for women who have no children under 14 years of age.

Churches cooperating in the campaign may even consider making announcements from the pulpit to their parishioners concerning the objectives of the campaign. Background material from which these announcements can be written is included in the envelope.

Women's clubs can be a vital force in persuading women to accept war jobs. Be sure that every woman's organization in your area is asked to cooperate, and develop a definite program of action for its own organization. Publicity should be given to these activities, particularly addresses of local women leaders before their clubs in support of the program. Direct quotation of club and church leaders can be of invaluable assistance in winning women's support.

Remember that club and church organizations' publications are well read by their members. A program of publicity and editorial material adapted from the material suggested earlier in this portfolio should be prepared for these specialized publications.

Don't forget that *men* have to be "sold" just as hard as women—often much more so. Direct special publicity at men's organizations, Chambers of Commerce, etc. Interest men in *speaking* to both men's and women's groups.

How Retail Stores Can Help

The Retail War Campaigns Committee has already worked out a plan for the cooperation of retail stores in connection with this Womanpower Campaign.

You will want to have the advertising managers or key executives of your principal retail stores represented on the Information Campaign Committee.

Here are ways in which retail stores can help:

1. WINDOW DISPLAYS.—Women can be made more conscious of the place of war work in their life through effective retail window displays featuring work clothes and other equipment needed by women war workers. There also is a colorful, half-sheet poster, "Do the Job He Left Behind," which can be used as display material. Use the order blank in the back of this book.

2. SPECIAL EXHIBITS.—In cooperation with United States Employment Service offices, your major department and retail stores can set up specific displays of actual machines being worked to acquaint women with the kind of factory jobs they can do. A sewing machine, for instance, can be set up alongside a drill press, with a placard reading: "If You Can Do This, You Can Do This!" A background of giant photographs can be provided to show that essential civilian jobs—transportation, communication, laundries, stores, hotels, restaurants, child care, etc.—are vital war jobs, too. Wherever possible, United States Employment Service trained personnel should be on hand to interview prospective candidates for jobs.

3. WORK CLOTHES PROMOTION.—Specific displays of good-looking work clothes for women can be prominently spotted in important store locations selling the idea that proper working clothes promote *safety, neatness, health,* etc. Women should be convinced that overalls, slacks, and sensible shoes are the order of the day. Posters and photographic displays accompanying such exhibits can provide a colorful background for promotion.

4. VICTORY RECRUITING BOOTH.—Stores not equipped to carry out some of the above suggested promotions can establish a Victory Recruiting Booth to answer women's questions about war work and pass out the special booklet (to those who seem seriously interested *only*) provided in this envelope. Such a booth may be staffed with United States Employment Service people, if it can be worked out locally.

5. WOMANPOWER WEEK.—Your committee may want to designate a particular week or month during which this campaign for women war workers is strongly stressed in retail promotions. This should be worked out in cooperation with the store officials and staged on a city-wide basis. Retail store promotion managers have fertile minds that are well acquainted with ways of developing effective displays and special events tying up with the campaign.

6. ADVERTISING COOPERATION. — Retail stores are big local advertisers. Most of them will want to do their own special copy promoting the displays and exhibits which they plan. All of them should be urged to put as much stress as possible on the advertising of work clothes for women. Ads could include a regular display box urging women to take war jobs, with instructions to apply through their local United States Employment Service Office.

Get Workers To Recruit Other Workers

"GET A NEW WORKER—SAVE A FIGHTER'S LIFE"

Here's a simple plan that can be put into operation in every essential plant almost overnight. It makes every present worker in a war plant or essential industry a "committee of one" to get a new worker.

There can be no more effective method of recruiting women workers than personal solicitation by present workers of their sisters, friends, and acquaintances, maybe even their wives. Workers now on the job know from personal experience how to answer women's questions about war work. They can be your "best salesmen" because what they say carries conviction.

Workers anxious to win the war are willing to share management's problem of recruiting new workers. If properly presented they will take personal pride in introducing sisters, friends, and wives to the company's personnel manager.

Here's how to get the plan working:

1. GET THE PERSONNEL MANAGERS and officers of local unions to distribute an appeal to each worker following the pattern of the statement included in the envelope. (This can be a simple mimeographed form tuned to the specific problems and needs of the plant using it.)

2. WHEN PLANTS ARE ORGANIZED, ask officers of local unions to give each worker a half dozen cards of introduction to use in sending prospective workers to the personnel manager. Be sure there is a place for the worker's signature and clock number on the card. (See sample sheet of cards enclosed.)

3. IF POSSIBLE, PUT UP A BIG BULLETIN BOARD at some central location at each plant on which the names of both the new workers *and the veterans recruiting them can be listed.* Make every present worker want to have his name on the board, and every new worker proud that her name is there too.

4. DON'T LET THE PROGRAM DROP WITH a single appeal distributed to workers. Follow it up at frequent intervals through department meetings,

stuffers in pay envelopes, and publicity in company house organs.

This specific promotion is a natural for newspaper and radio publicity. Photographs should be taken of the first honor roll boards erected and stories written on the progress of the campaigns in various plants.

Make Every Woman Want to "Get in the Book"

Here's another promotion idea that can be tremendously effective in recruiting women for war jobs.

Get a huge book—the biggest you can find—and establish it with appropriate ceremony in the city hall or some other important public building.

Make it a Roster of Women War Workers which will become part of the city's archives when the war is over. Make every woman want to "GET IN THE BOOK."

The book will become the city's honor roll for women who take war jobs (civilian as well as factory) to release men for the armed forces or heavier war factory work.

It is highly important that the book be dedicated with appropriate public ceremony by city officials and leaders of local churches, clubs, and business and civic organizations. It can be an excellent source of photographic publicity material during the campaign as new women workers—many of them prominent—enter their names in the book. Local newspapers will probably want to carry a daily list of new names added to the list in the book.

The book itself should provide space for listing of worker's names, the organization for whom she is working, and leave a column in which the date on which she started and finally left employment may be entered.

When the war is over, every woman will want to point with pride to the part she played in the war effort. People will say: "What did YOU do?" It will be a source of satisfaction to women who can say, "My name is in the book."

"Answers to Questions Women Ask About War Work"

This 12-page illustrated booklet can help your committee give the *right* answers.

It is designed to give women the information they want about taking a war job.

It gives official answers to questions in the minds of most women about such questions as these:

Is every woman in my community going to have to work?
Just what is a war job?
Why should I take a war job?
Will my husband be drafted if I work?
Won't I get terribly tired?
How much can I expect to earn?
What kind of factory jobs do women do?

You will find many effective ways to distribute this booklet. (Use the Order Blank to get the quantity your committee will need.)

Here are a few ways in which the booklet can be helpful:

1. HELP SELL HUSBANDS.—Few men know how urgently their wives are needed in war work. Most of them are making enough money to take care of their families without having their wives work. Wives would like to do their part by getting a war job, but husbands sometimes stand in their way. This booklet can be definitely helpful to any woman in a frank discussion of the problem with her husband. It also encourages her to talk the matter over with her husband before deciding to take a war job. The husband must be sold or it will be difficult for the wife to stay on the job even if she enthusiastically enters war work herself.

2. DISTRIBUTE THROUGH CLUBS. — This booklet can prove an effective link between the enthusiasm engendered at a club meeting and actual application for a war job at the United States Employment Service Office. They should be distributed at the close of club, church, or civic meetings at which speakers make an appeal for women to take war jobs.

3. GIVE OUT BOOKLETS AT RETAIL STORE EXHIBITS.—Retail stores will welcome a booklet such as this one which has official sanction and can be given out to women who are really interested in war work at special displays and exhibits set up to attract them at department stores.

4. GIVE THEM TO UNITED STATES EMPLOYMENT SERVICE APPLICANTS.—Women who apply for war jobs at the United States Employment Service offices have numerous questions to ask about war work and how to adjust their own lives to the new routine. This booklet answers many of these questions. It also gives wives ammunition to take home.

How to Map Out Your Own Campaign

This Plan Book can offer only a suggested pattern for your local Womanpower Information Campaign.

The success of your campaign depends to a large extent on the ingenuity with which you and your volunteer committee adapt the materials and ideas suggested in this Plan Book to your own local problems.

Use of the prepared materials accompanying this book will not do the job alone. They must be supplemented by material created locally as the campaign develops.

Don't try to do the whole job yourself. It's not a one-man job by any means. It requires the best talent you can assemble in your community. A great deal depends upon getting energetic key people to work as chairmen of each division of this Information Campaign.

Here are the steps to take in getting the job done:

1. SIT DOWN WITH YOUR AREA MANPOWER DIRECTOR and canvass the facts you will need for your campaign about wages, hours, working conditions, training, health, safety, recreation, factory meals, transportation, attitude of management, child-care facilities, and after-work shopping facilities. Get a clear picture of the estimated number of women needed in your area this year, this month, this week. Then compare this demand with the potential number of women available for jobs in the area. All of this is background material you should have clearly in mind when you start work with your committee.

2. CALL AN ORGANIZATION MEETING OF YOUR INFORMATION CAMPAIGN COMMITTEE.—The committee should include representation from such local groups as:

Newspapers (advertising and editorial).
Radio stations (program and sales).
Local OWI representatives.
Theaters (through War Activities Committee).
OCD Speakers' Bureau.
Women's clubs.
Business and civic organizations.
Church groups.
Retail stores.
Volunteer advertising agency.
Industrial management.
Organized labor (both A. F. of L. and C. I. O.).

Lay the whole problem before this big committee at your organization meeting; then proceed to appoint a chairman, and have each group select a subchairman to work on a specific phase of the campaign affecting that particular group. This group of subcommittee chairmen then becomes a kind of executive committee to work under the direction of the chairman in carrying out the campaign.

You, as a paid Government official, should not take the title of chairman of a committee of volunteers. You represent information policy and yours is a job of smooth, efficient organization.

3. HOLD MEETINGS OF EACH SUBCOMMITTEE at which each phase of your Information Campaign program is mapped out thoroughly and work assigned. One group will work on newspaper publicity, another on printed advertising, another radio, another poster, another theaters, etc., until each phase is specifically laid out.

4. FILL OUT THE ORDER BLANK for any materials available which you need in addition to those already supplied you. Get this order in as early as possible so there will be no delay in getting your campaign under way.

5. KEEP EVERLASTINGLY AT THE JOB OF FOLLOWING UP each detail in the campaign agreed upon. No campaign is any greater than the energy put into it by the people working on it.

WAR MANPOWER COMMISSION

Washington, D. C.

USE THIS ORDER BLANK FOR MATERIALS YOU NEED

War Manpower Commission
INFORMATION SERVICE
Washington, D. C.

Region ....

City ....

ORDER FORM

LOCAL CAMPAIGNS MATERIALS

Send four copies to WMC Regional Information Service Representative who will keep one copy and forward three to Edward A. Collier, Assistant Director, Information Service, War Manpower Commission, Washington, D. C. PRINT PLAINLY.

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